

Callaway High School

2020-2021



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Hogansville, Georgia 30230
Phone: 706-845-2070
Fax: 706-845-2071

Web Site:

<http://www.troup.k12.ga.us/1/Home>

Facebook:

<https://www.facebook.com/becallaway/>

CTV News:

<https://www.youtube.com/channel/UCKkXz9hXauwpob1Qt3F5rnQ>

| <u>Name</u> | <u>Position</u> | <u>Email</u> | <u>Extension</u> |
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CALLAWAY HIGH SCHOOL
GRADUATION & PROMOTION REQUIREMENTS

Required Courses

Four (4) Credits of English/Language Arts

Four (4) Credits of Mathematics

Four (4) Credits of Science

Three and one-half (3 ½) Credits of Social Studies

One (1) Credit of Health and Physical Education

Four (4) Credits of Electives

One (1) Credit of computer-based CTAE

One-half (1/2) Credit of Fine Arts

Two (2) Credits of Foreign Language

**for those that plan to attend a Georgia college or university*

Promotion Requirements

To be promoted to 10th Grade, a student must earn 5 credits

To be promoted to 11th Grade, a student must earn 11 credits

To be promoted to 12th Grade, a student must earn 16 credits

Twenty-three (23) Credits Required for Graduation from Troup County Schools



CALLAWAY HIGH SCHOOL STUDENT HANDBOOK
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| | | <i>(English, Spanish, & Korean Versions)</i> | |

SECTION I: Callaway High Information and Policies



Troup County School System

100 North Davis Road, Building C
LaGrange, Georgia 30241
706-812-7900
Fax 706-812-7904
www.troup.org

August 4 – 7 & 10 - 14.....Professional Learning Day/Pre-Planning (PreK-12 Staff)
August 17 First Day of School (PreK-12: ALL STUDENTS)
September 7Labor Day Holiday
October 9 First Quarter Ends
October 12Professional Learning Day/Student Holiday
November 3Professional Learning Day/Student Holiday
November 23 – 27 Thanksgiving Holidays
December 18Second Quarter Ends/Middle and High School Early Release (Noon)
December 21 – January 1Christmas Holidays
January 4Professional Learning Days/Student Holidays
January 5 Classes Resume
January 18MLK Holiday
February 12 Student/Staff Holiday (or Inclement Weather Make-up Day)
February 15Presidents’ Day Holiday
March 12 Third Quarter Ends
March 15 Professional Learning Day/Student Holiday (or Inclement Weather Make-up Day)
March 29 – April 2Spring Break
May 25Middle and High School Early Release (Noon)
May 26Fourth Quarter Ends/Middle and High School Early Release (Noon)
May 26Last Day of School (PreK-12: ALL STUDENTS)
May 27 - 28Professional Learning Day/Post Planning (PreK-12 Staff)
May 27Callaway High School Graduation (Evening)

CHS MISSION STATEMENT

Working together to promote the  way.

Be  ourteous

Be  apable

Be  ooperative

Be  allaway!

CHS VISION STATEMENT

Callaway High School will be the BEST SCHOOL IN THE UNIVERSE where ALL students achieve success!

CHS VALUES

In this school...

We have high expectations

We encourage one another

We never give up

We respect each other

We keep our promises

We believe in second chances

We apologize

We forgive

We laugh often

We belong

We are a Cavalier FAMILY



Bell Schedules

Regular Bell Schedule

| | |
|-------------|---|
| 7:57 | Students released from Cafeteria |
| 8:00 | Warning Bell – Cafeteria Closed |
| 8:05-9:04 | Period 1 (Broadcast at end of period at 8:56) |
| 9:09-10:00 | Period 2 |
| 10:05-10:56 | Period 3 |
| 11:01-12:24 | Period 4 |
| 10:59-11:24 | 1st Lunch |
| 11:28-11:53 | 2nd Lunch |
| 11:57-12:22 | 3rd Lunch |
| 12:27-1:18 | Period 5 |
| 1:23-2:14 | Period 6 |
| 2:19-3:15 | Period 7 (Announcements at beginning of period) |

Club Day AM Bell Schedule

| | |
|-------------|---|
| 7:57 | Students released from Cafeteria |
| 8:00 | Warning Bell – Cafeteria Closed |
| 8:05-8:49 | Period 1 |
| 8:54-9:29 | Club Period (Brief Announcements) |
| 9:34-10:18 | Period 2 |
| 10:23-11:07 | Period 3 |
| 11:12-12:24 | Period 4 |
| 11:10-11:35 | 1st Lunch |
| 11:39-12:04 | 2nd Lunch |
| 12:08-12:23 | 3rd Lunch |
| 12:28-1:18 | Period 5 |
| 1:23-2:14 | Period 6 |
| 2:19 -3:15 | Period 7 (Announcements at beginning of period) |

Club Day PM Bell Schedule

| | |
|-------------|----------------------------------|
| 7:57 | Students released from Cafeteria |
| 8:00 | Warning Bell – Cafeteria Closed |
| 8:05-8:59 | Period 1 (Brief Announcements) |
| 9:04-9:52 | Period 2 |
| 9:57-10:45 | Period 3 |
| 10:50-12:14 | Period 4 |
| 10:48-11:13 | 1st Lunch |
| 11:17-11:42 | 2nd Lunch |
| 11:46-12:11 | 3rd Lunch |
| 12:16-12:59 | Period 5 |
| 1:04-1:39 | Club Period |
| 1:44-2:27 | Period 6 |
| 2:32-3:15 | Period 7 |

Club Day Dates

September 9, 2020 AM
September 23, 2020 PM
October 7, 2020 AM
November 4, 2020 PM
November 18, 2020 AM
December 2, 2020 PM
January 20, 2021 AM

February 3, 2021 PM
February 17, 2021 AM
March 3, 2021 PM
April 7, 2021 AM
April 21, 2021 PM
May 5, 2021 PM
May 19, 2021 AM

Cavalier Connections Dates

August 17, 2020
August 18, 2020
August 19, 2020
August 26, 2020

October 21, 2020
January 5, 2021
January 6, 2021
March 17, 2021

Callaway High School Attendance Procedures

An absence is defined as non-attendance (except for in-school activities excused by school personnel) in a regularly scheduled class or activity, regardless of the reason for such non-attendance. Parents or guardians shall send a note of explanation to the school **within three days of the absence** and the notes must be turned into Student Services. The attendance of all students shall be checked daily. Students may be counted in attendance only if they are actually present for 50% of the school day or if they are away from school on field trips or other activities sponsored by the school and are under the actual supervision of school authorities. The principal is responsible for checking the attendance of students and for encouraging regularity and promptness. The system social worker and appropriate staff shall assist the principal in enforcing the compulsory attendance law, in encouraging regular attendance of all students, and in alleviating hardship conditions which contribute toward absenteeism within the resources available to him.

SCHOOL ARRIVAL

The school building opens each day at 7:30 a.m. When a student arrives on campus he/she is expected to enter the school building promptly. There is to be no loitering or standing in the parking areas. Students are to enter the building through the front of the school or through designated areas. Prior to 8:00 am, students are to report directly to the cafeteria. Once a student arrives on campus he/she may not leave the campus for any reason (walking or driving) without checking out through the Attendance Secretary in Student Services.

ABSENT FOR PART OF A DAY

A. Arriving at school after school day begins:

- 1) Sign in at the Tardy Machine if you arrive after 8:05 a.m.
- 2) Receive a pass to attend class.
- 3) Go to class period that is in session.
- 4) Present tardy admittance slip to your teacher.

B. Leaving school before day ends:

- 1) Students who wish to check out during the school day must present a written, signed request which includes parent contact information to Student Services. Confirmation of the request will be verified. Students will not be allowed to leave without phone verification with the parent/guardian. Students must remain in class until called from Student Services. **For security reasons phone checkouts will not be allowed.**
- 2) Sign out with Student Services office at the designated time.
- 3) Only adults listed on a student's registration form may check out student. A photo ID is required.
- 4) Medical appointments, illness, death of family member, and court summons are the only excused absences for part of the day. You must bring the summons, appointment cards, or written verification to Student Services.
- 5) Students may not check out for lunch.
- 6) Parents or guardians picking up students must come in to sign out students.
- 7) Students will not be called for check-out after 3:00.

ATTENDANCE FOR COURSE CREDIT

Students will not receive course credit if they have more than seven unexcused absences for a class period during the entire school year. Students with serious medical illnesses/conditions may be eligible for home bound services. Students who will lose course credit due to absences may participate in the school's Attendance Recovery Program.

TARDIES TO CLASS

Punctuality to class is important for effective individual learning and an orderly learning environment for all students. Students are expected to be in class on time. Students have sufficient time to reach each of their classes and **MUST** have a pass in order to join a class after the tardy bell. The following plan shall guide the staff's response to students' tardiness to class. Tardies are cumulative for each individual class period and will start over at the beginning of second semester.

- 3 – Parent Phone Call
- 5 – After School Detention
- 7 – Office Referral and 1 Day ISS
- Subsequent Tardies – Teacher Discretion
 - Administrators have the flexibility to impose additional consequences for individuals with chronic tardies to multiple classes that have not reached the threshold of seven to an individual class period.

TARDIES TO SCHOOL

Punctuality to school is vital for effective individual learning and students are expected to arrive to first period on time. Students who arrive to school after the 8:05 AM tardy bell must report to Student Services to receive a pass to class. Students are required to check in with Student Services even if they miss 1st period completely. Missing the beginning periods of school or being late to 1st period will be viewed the same for disciplinary consequences. Tardies are cumulative and will start over at the beginning of second semester.

- 5 – After school detention or loss of driving privileges for 3 days. Left to the discretion of administration.

- 7 – Friday School and loss of driving privileges for 10 days.
- 9 and subsequent – office referral and 1 Day ISS and loss of driving privileges for a period of time to be decided by administration.

DISMISSAL

Students should exit the building when the dismissal bell rings at 3:17. There should be no loitering in the hallways after dismissal. Any student not participating in a school sponsored activity should leave the building promptly. Car riders who are waiting on their ride should wait in the front lobby and should be picked up no later than 3:45. Drivers should exit the building through the 100 or 500 hallways. Students who are participating in an after school sponsored activity should be under adult supervision at all times. Car riders/drivers are not permitted on the bus landing in the afternoons. The building will be secured and locked each day at 4:00 p.m.

Guidance

The counselors at Callaway High School are available to help students with their educational programs, with career plans, and with their personal and social development. The counselors are also available to work with parents and faculty to help provide the best possible education for each student. Students who want to meet with their counselor should make an appointment through the Guidance Office secretary. Counselors may also be contacted via email.

| <u>Counselor</u> | <u>Initial of Students' Last Names</u> |
|---------------------|--|
| Debra Jackson..... | A-H |
| Megan Thrasher..... | I-Z |

DUAL ENROLLMENT

Students and/or parents should consult with their counselor regarding eligibility for the Dual Enrolment program which allows students to pursue postsecondary studies while receiving dual high school and college credit for courses successfully completed.

GEORGIA SCHOLAR PROGRAM AND GOVERNOR'S HONORS

The Georgia Scholar Program provides recognition for exceptional achievement and special leadership. The Governor's Honors Program is a four-week summer school program at no cost to the student selected. A selected student must be entering his/her junior or senior year. Contact your counselor details.

COLLEGE AND CAREER INFORMATION

College and career information is available through Georgia Futures. Students can set up an account at GAFutures.org. Representatives from various colleges, universities, branches of the armed services, technical colleges, and other post-secondary schools visit Callaway High School during the school year. Students can speak with representatives during their lunch period. Students may not miss class to visit with a college representative.

COLLEGE AND CAREER ACADEMY

THINC College & Career Academy shapes students to be “work savvy” when entering the workforce or college. These students are highly desirable to businesses and colleges not only because they’re equipped with technical and career-specific skills, but because they understand the soft skills of business – a firm handshake, a strong work ethic, and critical thinking skills. The concept for a Troup County career academy was born out of the Workforce Development Committee of the Troup County Center for Strategic Planning. With substantial input from the business community, the committee identified a host of strategies to improve recruiting, hiring and retention of highly qualified employees, with a college and career academy top of the list.

SCHOLARSHIPS

Scholarship opportunities will be announced once they are received by the office of Student Services. Students will be notified of scholarship opportunities via email, announcements, postings, and the school website. Applications that are not available on-line will be available in Student Services.

ACTIVITY ABSENCES FOR COLLEGE VISITS

College-Day activity absences are limited to juniors and seniors and are arranged through the students’ counselor. Students are allowed a cumulative total of six (6) college visits during their junior and senior years. No more than four (4) college visits can be used in a year. All requests for college visits need to be made at least a week in advance. If a student is not on track for graduation, is not passing a course(s), or has disciplinary referrals, then college visit absences may not be granted. Official documentation of college visits must be returned to the Attendance Secretary the following day after the absence, and documentation is required in order for absences to be counted as exempt for attendance and final exemption purposes. In addition, it is the student’s responsibility to make up any work missed.

REMEDICATION OPPORTUNITIES

There are three different remediation opportunities; Saturday School, Credit Repair, and Credit Recovery. Specific criteria must be met for each program. Please speak with a guidance counselor or graduation coach for the criteria, details and registration procedures. Student applications will be prioritized and assignments made accordingly.

TRANSCRIPTS

Requests for transcripts can be secured from Student Services. There is a \$4.00 charge for paper transcripts sent to post-secondary schools and/or prospective employers. Transcripts can also be requested through GA Futures, at no cost for most Georgia colleges.

STUDENT AWARDS AND HONORS

Each year Callaway High School honors students who have achieved academic excellence. CHS recognizes special awards/achievements at an awards ceremony in the spring. In addition to special recognitions, students with all A’s and students with all A’s and B’s will be honored. For semester classes, final grades will be utilized, and for year-long courses, the in progress grade at the end of the third nine weeks will be used.

Testing

SAT

The Scholastic Aptitude Test (SAT) of the College Board is given seven times during the school year. Most four-year colleges and universities require either the SAT or ACT scores for admission. Registration deadlines and test dates are available at www.sat.collegeboard.org. Information is also available in Student Services and on the school web page. Free test preparation is available at www.gacollege411.org and at www.kahnacademy.org.

ACT

The American College Testing (ACT) is given six times during the school year. Most four-year colleges and universities require either SAT or ACT scores for admission. Registration deadlines and test dates are available at www.actstudent.org. Information is also available in Student Services and on the school web page. Free test preparation is available at www.gacollege411.org.

ACCUPLACER

The Accuplacer test is a placement test used by technical colleges for admission purposes and by other colleges for placement. Students should contact individual colleges for testing information. Study guides and tutorials are available by emailing WGTCsuccess@westgatech.edu to request a user and password, then by logging into <https://platoweb.com/Account/SignIn>.

PSAT

The Preliminary Scholastic Aptitude Test (PSAT) will be administered to all 10th grade students. 9th and 11th grade students who wish to take the test for a \$14 fee must see their counselor prior to September 30. The PSAT measures reasoning abilities important to academic performance in college. Scores from the 11th grade students' exams are used for the National Merit Scholarship Qualifying Program which enables students to compete for scholarships.

GEORGIA MILESTONE ASSESSMENTS

Georgia Milestones measures how well students have learned the knowledge and skills outlined in the state-adopted content standards in language arts, mathematics, science, and social studies. High school students will take an end-of-course assessment for each of the eight courses designated by the State Board of Education. Features the Georgia Milestone Assessment System include: open-ended (constructed-response) items in language arts and mathematics; a writing component (in response to passages read by students) within the language arts assessment; norm-referenced items in all content areas and courses, to complement the criterion-referenced information and to provide a national comparison; and transition to online administration over time, with online administration considered the primary mode of administration and paper-pencil as back-up until the transition is complete. Students enrolled in Algebra I, Geometry, U.S. History, Economics, 9th Grade Literature, American Literature, Biology, and Physical Science must take an end-of-course assessment (EOC). These tests are comprehensive standardized tests developed by the Georgia Department of Education and the results of each test count 20% of the related course grade for all students. EOCs may not be exempted, and credit will not be issued for a course in which a student has not completed a required EOC.

ASVAB

All 10th, 11th, and 12th grade students may take the Armed Services Vocational Aptitude Battery (ASVAB) in October. The test is given by a test administrator from the Federal Government, with the assistance of representatives from the various branches of the Armed Services.

END OF PATHWAY ASSESSMENT

End of Pathway Assessment (EOPA) is an evaluation tool used to ascertain the level of technical skills attained by career pathway completers. This will assist Georgia students in their quest to leave high school with valuable credentials needed to enter the workforce or to pursue other postsecondary options.

EXTRA-CURRICULAR ACTIVITIES

Every student is encouraged to participate in extra-curricular activities sponsored by the school. Our activities program is designed to offer opportunities for exploring, developing, and widening the student's range of interests and to help the student develop character and leadership. Participation enables students to learn how to better plan and work with others. All clubs must have a teacher as sponsor as well as a constitution, a list of officers, a working budget, and a membership roster. A comprehensive list of the clubs and extra-curricular activities is listed below. For additional information, please see our website. Participation in extra-curricular activities is controlled by whether the activity is competitive or non-competitive. A competitive activity occurs when one or more students from one school compete against one or more students from another school. For a student to be involved in a GHSA sanctioned activity, the student must:

- 1) Pass at least 5 of 7 classes the semester preceding participation. Summer Credit Recovery is an extension of spring semester.
- 2) Earn the required number of units to be on track for timely graduation per the GHSA.

ATHLETICS

- 1) Students participating in athletics must have a current medical examination on file certifying the student is physically fit for participation.
- 2) Athletes are required to purchase athletic school insurance as a condition of their practice and participation in interscholastic competitive athletics.
- 3) Students who are not eligible to participate may not practice or travel with a team or activity.
- 4) Band students are required to purchase athletic school insurance. Band camp participation and fees may be applicable for participation in marching band.
- 5) GHSA Teams include: Baseball, Basketball, Cheerleading, Competition Cheerleading, Cross Country, Football, Golf, Literary Team, One Act Play, Soccer, Softball, Swimming, Tennis, Track, Volleyball, and Wrestling.

Please contact Student Services for further information regarding the purpose, activities, national affiliation, names of the sponsor/s, or any financial requirements for a student to join any club or student organization. This information will be provided and a Parental Opt Out form may requested if you wish your student not to participate in any organization.

CLUBS AND STUDENT ORGANIZATIONS

| Club/Organization Name |
|--|
| Academic Bowl Team |
| Air Force JROTC |
| Art Club |
| Band |
| Bass Club |
| Chess Club |
| Chorus |
| Diamond Dolls |
| Distributive Education Clubs of America (DECA) |
| Drama |
| Environmental Club |
| Family Career and Community Leaders of America (FCCLA) |
| Fellowship of Christian Athletes (FCA) |
| Future Farmers of America (FFA) |
| Green Power Car |
| History Club |
| Key Club |
| Mentoring Group |
| Literary Team |
| Music |
| National Honor Society |
| Secretary of State Student Ambassador Program |
| Skills USA |
| Step Team |
| Student Council |
| Travel Crew |
| Yearbook |
| 16 Ways Foundation |

HOMECOMING COURT REQUIREMENTS/INFORMATION

Homecoming Representatives should represent Callaway High School in a positive manner. Each representative must have at least a 2.5 G.P.A. and no ISS or OSS for the current or previous school year.

Underclassmen: Junior, sophomore, and freshmen classes will have two female representatives each. Underclassmen representatives should ask a male from her same grade level to be her escort.

Seniors: The Senior class will have six females and six male representatives. Seniors will either be assigned or choose a member of the opposite sex to be his/her escort.

The administration has the right to remove anyone from the Homecoming Court for any discipline issues. The Student Council Advisor reserves the right to make changes as necessary.

HOMECOMING COURT DRESS CODE

- 1) For the parade: pants or a long dress or skirt are recommended.
- 2) Assembly: Ladies should be able to sit comfortably in front of an audience and remain modest.

- 3) Ceremony (on the field): All dresses need to be one piece with no cut-outs or mesh. No two piece ensembles are acceptable.

SENIOR SUPERLATIVES

Faculty members will vote on the top 6-8 girls and 6-8 boys; these students should embody the “Callaway” ideal. The principal and yearbook advisor will decide the number selected prior to the faculty voting. There are no specific requirements for selection: however, it is implied that the students selected will have a solid GPA with no discipline issues.

MR. AND MISS CHS

Juniors and seniors who would like to participate in Mr. and Miss CHS need to have at minimum 3.0 GPA with no discipline that resulted in ISS or OSS in the current or previous school year. Students will participate in an interview on the day of the ceremony. The dress code is business. In the evening students will be asked to answer a prepared question and one random question chosen from an acceptable list supplied by the principal or student council advisor. The dress is normally formal; however, no 2 piece dresses or dresses with cut-outs or mesh are acceptable.

STUDENT COUNCIL OFFICERS

Students interested in student council or class officer should have a minimum 3.0 GPA with no discipline referrals resulting in ISS or OSS for the PREVIOUS and current school year. Each class may have a class representative; these students must have a minimum of a 2.5 GPA with no discipline referrals resulting in ISS or OSS for the PREVIOUS or current school year. Ninth (9th) grade candidates will have their discipline checked from his/her previous school.

NATIONAL HONOR SOCIETY

To be considered for NHS, a student must have a 3.75 simple GPA, be enrolled in accelerated or AP course of study, in the top 20% of class, and in good discipline standing. The selection process occurs when the NHS Advisor meets with the counselor and/or registrar to review sophomore & junior transcripts at the end of the 3rd marking period.

CHS POLICIES

ACADEMIC HONESTY

Students must demonstrate honesty and ethical choices when fulfilling academic obligations. Cheating and plagiarism will not be tolerated.

- Cheating is defined as using dishonest methods to gain an advantage. A student shall not cheat on tests, examinations, projects, homework, or reports by giving or receiving unauthorized assistance. This includes utilizing any kind of secretive means of gaining information for use of quizzes, tests, or homework.
- Plagiarism is the intentional or unintentional use of another person’s ideas, opinions, or theories in one’s own work without clearly and accurately acknowledging the source of the information. Plagiarism occurs when one submits work that has been written by someone else, purchased or retrieved from electronic sources, or summarized or paraphrased from other print

or non-print sources. When a student knowingly submits someone's work as his own, he is guilty of intentional plagiarism. When a student fails to acknowledge the source of information due to oversight or fails to provide accurate reference data for the source of information, he is guilty of unintentional plagiarism. Regardless of intent, plagiarism is dishonest and unethical. Any student who is guilty of any of the above will receive a zero on the suspect assignment and a disciplinary consequence may result. Students may be allowed to make-up or complete an alternative assignment with a parent conference and at the discretion of the teacher.

CAFETERIA

Callaway High School is committed to preparing nutritious meals for students. Cashiers do not make change; any balance will be credited to a student's account for future purchases. Charging lunches is not permitted. If a student does not have money on their account, a courtesy lunch will be provided. The contents of the courtesy lunch are set by the cafeteria staff and student choice is not allowed. Families who may be eligible for free or reduced-price meals are encouraged to complete an annual application.

LUNCH RULES

- 1) No student is permitted to leave school during lunch. (Unless a parent/guardian checks out their student in person.)
- 2) All students are required to eat in the cafeteria whether they bring their lunch or purchase a lunch.
- 3) No food or drink is to be taken out of the cafeteria.
- 4) Students must stay in the cafeteria during their lunch period. Students must have a pass signed by a teacher or administrator in order to leave the cafeteria during lunch. Leaving the cafeteria without permission will be considered skipping class for disciplinary purposes.

Breakfast

| | |
|------------|------|
| Full Price | 1.25 |
| Adults | 1.75 |

Lunch

| | |
|------------|------|
| Full Price | 2.95 |
| Adults | 4.00 |

FOOD & DRINK

All food from breakfast and lunch should be consumed in the cafeteria. Food should not be taken out of the cafeteria. Please be certain all trash and food related items are discarded appropriately. Food and drink within the classroom setting is at the teacher's discretion. If food or drink become a distraction to the learning environment, teachers may confiscate and discard items. Students will need to always represent Callaway and 'be courteous' by ensuring the school environment is neat and clean. While beverages are allowed in classrooms, it is prohibited in the media center and computer labs. In addition, no beverages in glass bottles or without a proper lid will be allowed.

Student lunches should be consumed during their assigned lunch time. It is encouraged that all outside food be brought to school with students. If parents deliver outside food, it is highly encouraged they do so during their assigned lunch. Students returning to campus from Dual Enrollment, WBL, or THINC will not be permitted to deliver food to students outside of their assigned lunch time.

CLASS CHANGE

During class change, students should move quickly to their next classes. Students need to keep travel lanes clear at all times. Conversations can take place in designated locations in the commons area. Students should not horseplay during transitions. Students should always keep hands and feet to themselves. Jiving, play fighting, etc. will not be tolerated. Horseplay during transitions will result in automatic detention. Students are allowed to hold hands during transitions, but are not allowed to have arms around the shoulders or any other public displays of affection. Please use time wisely; i.e. restroom, lockers, water, etc.

STUDENT HALL PASS

Students who need to leave the classroom for any reason must have the purple (girl) or green (boy) hall pass visible. Only one student at a time can utilize the pass. Passage shall be by the shortest and quickest practical route without stopovers at the phone, vending/coke machines, or other classrooms. A **"no pass" policy will be enforced.** Students found in the hall without a pass will be subject to disciplinary action.

IDENTIFICATION BADGE POLICY

Student Identification Cards and lanyards will be provided to every student and EVERY student must wear their ID cards at all times while on school grounds. The purpose of this policy is to ensure safety and security on the Callaway High campus. ID cards will be utilized for students to gain access to the building through security doors. Students must wear the ID card on a breakaway lanyard hanging from their neck. If a student is wearing a jacket, the lanyard must be on the outside of the jacket and visible. The ID card must be presented to any school staff member or person of authority when seeking student identification. The front and back of the ID card must remain plain and free of stickers, markings, other photos, etc. Lost, stolen, altered, damaged, and defaced ID Cards must be replaced IMMEDIATELY through the CHS Media Center either before school, after school or during the student's designated lunch period. Cost for replacement is \$5.00 for a new ID Card. A fine will be assessed if the student cannot pay that day. Students are excused from wearing IDs during classes where they present a hazard to student safety (ex: PE, ROTC, CTAE production labs, etc.). ID's should be properly secured during these times. Student who does not have his/her ID card for the day (ex: left at home, not because it has been lost or stolen) will be issued a one-day temporary ID from the Front Office that must be worn during the school day. Students who utilize temporary ID's will receive consequences as assigned for Dress Code violations.

SECURITY OF VALAUBLES AND SCHOOL LOCKERS

Each student may request a locker. Lockers should be kept clean and locked at all times as the school is not responsible for any valuables stolen from lockers. The school reserves the right to inspect lockers at any time. A student will be responsible for restitution for any damage to a locker. Lockers are also available in the athletic locker rooms. Students are encouraged to purchase their own lock for gym lockers and secure valuables during PE and after school athletics. Locker rooms will be locked during PE and after school athletics, however the school is not responsible for valuables stolen from athletic locker rooms. Students are responsible for the security of their own valuables including electronic devices. Students should ensure electronic devices are kept secure throughout the school day. The school is not responsible for students' electronic devices. Because

students are responsible for their own valuables, in most cases administration will not conduct an investigation into missing items.

MEDIA CENTER

The media center is open to all students during regular school hours, Monday through Friday, 7:45 a.m. to 3:45 p.m. Students do need a pass before school, but not for after school. During school hours a student must have a hall pass from a teacher to visit the media center. Students should sign in and out at the circulation desk.

- Absolutely no book bags are allowed in the media center during school hours.
- Students who wish to come to the media center during their lunch time for reading, studying, etc. must have a media center issued pass.
- Students can secure lunch passes in the media center before school each day.
- Books may be borrowed for two weeks and renewed once unless reserved by another student.
- Magazines (except latest issues), pamphlet file materials, checkout encyclopedias, and literary criticism books are limited to overnight check-out. A fine of ten cents a day for each overdue book is charged on two-week loans. There is a grace period of two days; therefore, the minimum fine on a regular overdue book is \$0.30. Overnight materials are charged \$0.25 per day when overdue. The grace period does not apply to overnight materials.
- Students with a Media Center fine may not check out books until the fine is paid.
- Exam exemption is denied to students who have outstanding overdue books or fines owed to the media center. A student must also clear all fines before graduation.
- There is access to the Internet in the media center. **Please remember INTERNET ACCESS IS A PRIVILEGE--NOT A RIGHT.** Misuse of the privilege will result in cancellation of the student's Internet privileges. See TCBOE Policy IFBG/IFBG-R on page 46 of this planner.

MEDICATIONS AND ILLNESS AT SCHOOL

Students who become ill at school shall report to the school nurse or to the discipline office. Students should have a pass signed by their teacher stating the need to call or go home due to illness. It is the student's responsibility to notify the teacher of an illness. A parent/guardian will be contacted before a student will be given permission to leave school. Students who require medication at school should complete a form from the front office to be signed by the parent. The medication form should be returned to the main office. Students may not possess prescription or over-the-counter medications at school.

PARKING REGULATIONS

Driving and parking on campus is a privilege, not a right. Each vehicle must be registered at a cost of \$25.00 with a parking permit placed on the rearview mirror. The following rules apply, and the owner of a vehicle is responsible for all regulations being followed by any occupant of his/her vehicle. Vehicles not complying with parking regulations will be subject to being towed at the owner's expense.

- 1) Students must have cleared all fines, dues, lost books, etc. in order to purchase a parking permit.
- 2) Parking is limited to designated student parking areas. Students may not park in lots reserved for teachers.
- 3) Cars must be operated in accordance with state and local laws, common rules of courtesy, and consideration of others. All students must be licensed and covered by insurance.

- 4) Vehicles must be parked immediately upon entering the campus and all occupants need to vacate the vehicle promptly. All students must leave the parking areas immediately and enter the building. There is to be no loitering or visiting in the parking areas.
- 5) At the time a vehicle enters the parking area; all occupants of the vehicle are considered present at school. In order to leave the campus (walking or driving) for any reason students must check out through the attendance secretary in Student Services.
- 6) Being tardy to school may result in loss of parking privileges (see page 8).
- 7) Habitual tardiness to school may result in additional days of parking suspension.
- 8) Students who use their car to leave school without permission and/or transport others without permission will forfeit parking privileges for a minimum of 5 days.
- 9) Students are not to return to any vehicle during the day without the permission of an administrator.
- 10) Students' vehicles may be subject to search by school administration if there are reasonable grounds to believe that drugs, alcohol, stolen property, or other contraband might be present in the vehicle.
- 11) Students must wear a seat belt. Failure to wear a seat belt on campus will result in the suspension of the parking permit.
- 12) Students will not ride in the back of pick-up trucks on campus.
- 13) The school is NOT responsible for the vehicle or its contents.
- 14) Refrain from excessive noise (loud music, honking horns, etc.) in the parking areas.
- 15) Student athletes will have a different color parking pass from other students. Student athletes may park in the gym parking area during their sports season. Because of limited parking, please do not park in the gym parking area during your off season.

SEARCHES/METAL DETECTORS

As a part of an overall plan to protect the health, welfare, and safety of students, faculty, staff, and visitors to our school, and to reinforce provisions of the code of student conduct, metal detectors may be used to screen for firearms and other weapons in order to locate and deter their use. Police canine units may be used to screen for illegal drugs in order to locate and deter their use. Random searches may be conducted with minimal disruption to the educational program.

TEXTBOOKS

Textbooks are issued at the beginning of each semester by the teacher. Each book is numbered by the teacher and distributed to individual students. Students are responsible for each book. The cost of lost or damaged textbooks will be determined by the Central Office Administration. The minimum amount charged will be \$5.00.

VISITORS

All visitors must sign in with the Front Office and obtain a visitor sticker before visiting the school. Students will not be allowed to bring visitors to school or visit other Troup County Schools without proper permission.

WORK PERMIT

Work Permits may be secured in Student Services. Workers less than 16 years old are required to have a permit prior to employment.

WORK-BASED LEARNING

Work-based Learning is available for 11th and 12th grade students who qualify. A student who drives to school must leave immediately when released to work. Students must sign out in Student Services. Students waiting on a ride must be picked up in front of school. See your guidance counselor for details and registration.

CALLAWAY HIGH DISCIPLINE POLICIES

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORT (PBIS)

The goal of the Positive Behavior Interventions and Supports (PBIS) system is to prevent or decrease problem behaviors and maximize success for all students through use of positive incentives and tiered interventions. Below are our school expectations and incentives.

PBIS School-wide Non-Classroom Matrix

| | Student Parking Lot | Halls | Cafeteria/Courtyard | Library & Computer Labs | Restrooms | On the Bus | Other Activities & Areas |
|----------------|--|--|--|--|---|--|---|
| BE COURTEOUS | <p>Wait your turn in the line of traffic</p> <p>Stop for pedestrians</p> <p>Drive slowly</p> | <p>Use appropriate language</p> <p>Keep travel lanes clear</p> | <p>Wait your turn in line</p> <p>Be polite to cafeteria staff</p> <p>Use appropriate language</p> | <p>Listen and work quietly</p> <p>Handle materials and equipment with care.</p> | <p>Respect others' privacy</p> <p>Flush toilets</p> <p>Wash hands</p> | <p>Speak to adults in a positive manner</p> <p>Be respectful to peers</p> <p>Use appropriate language</p> | <p>Speak and act politely</p> <p>Follow school rules</p> <p>Respect those in authority and other adults</p> |
| BE CAPABLE | <p>Drive only in traffic lanes</p> | <p>Walk with a purpose</p> <p>Use time wisely</p> <p>Use cell phones only during transitions</p> | <p>Return to class in a timely manner</p> | <p>Follow directions</p> <p>Clean up work areas</p> <p>Use computers only as instructed.</p> | <p>Return to class in a timely manner</p> | <p>Move toward bus in a timely manner</p> <p>Follow safety rules and regulations</p> | <p>Dress appropriately</p> <p>Observe safety rules and regulations</p> <p>Student drivers must display parking permit</p> |
| BE COOPERATIVE | <p>Ride on the interior of the vehicle.</p> <p>Park in your designated space.</p> <p>Display your parking pass properly.</p> | <p>Keep hands, feet, and objects to yourself.</p> <p>Only approved electronics should be visible during transitions.</p> | <p>Clean up spills and throw away trash</p> <p>Push chairs under the table.</p> <p>Keep hands, feet, objects to yourself</p> | <p>Get seated quickly</p> <p>Work quietly</p> <p>Follow posted procedures</p> | <p>Keep hands, feet, objects to yourself</p> <p>Throw away all trash in appropriate place</p> | <p>Stay seated while bus is in motion</p> <p>Keep aisles clear at all times</p> <p>Keep hands, feet, objects to yourself</p> | <p>Follow directions</p> <p>Exercise good Sportsmanship</p> <p>Exit the building by 3:30 pm unless being supervised</p> |

Classroom Matrix

| | <i>Class-Wide</i> | <i>Entering the Class</i> | <i>Whole Class Activities</i> | <i>Small Group Activities</i> | <i>Transitions</i> |
|-----------------------|---|---|---|---|---|
| Be Courteous | <p>Respect others and their property</p> <p>Take care of materials/equipment</p> <p>Use appropriate language and voice levels</p> | <p>Report to assigned seats/area.</p> | <p>Speak during appropriate times</p> <p>Respect opinions of others</p> | <p>Leave work area/station clean and organized</p> <p>All supplies/equipment remain in good working condition</p> | <p>Remain focused as task changes</p> <p>Be polite and supportive of classmates</p> |
| Be Capable | <p>Be prepared for class each day</p> <p>Be on time and use time wisely</p> <p>Stay on task</p> <p>Always give your best effort</p> | <p>Enter the room before the bell rings</p> | <p>Contribute to class discussions in an appropriate manner.</p> | <p>All group members read and following directions</p> <p>Each group member has assigned activity/task</p> | <p>Acquire necessary materials in a timely manner</p> |
| Be Cooperative | <p>Follow directions</p> <p>Use electronic devices when granted permission</p> <p>Use hall pass to exit classroom at appropriate times.</p> | <p>Be seated and ready for work when bell rings</p> <p>Have badges properly displayed and materials out</p> | <p>Follow procedures</p> <p>Stay focused on assigned task</p> | <p>Use approved technology devices appropriately</p> | <p>Listen to instructions prior to the start of activity</p> <p>Consistently participate in each instructional activity component</p> |

PBIS Conduct/Soft Skills Grade Criteria

Students will receive a conduct/soft skills grade at the end of each week. In order to be eligible for PBIS Celebrations, the student cannot have lower than an 80 average in more than one of their classes.

| 100 | 90 | 80 | 70 | 60 | 50 |
|--|--|--|---|--|--|
| Student continually has badge , gets to school/class on time , completes work , and does not cause disruptions in class or transition. | Student consistently meets all of the criteria at least 90% of the time with no major behavior consequences . | Student meets all criteria at least 80% of the time with no major behavior consequences . | Students meets all criteria at least 70% of the time OR Consistently meets at least 3 out of the 4 criteria with no major behavior consequences | Student does not consistently meet all criteria (less than 70% of the time) and receives multiple behavior consequences. | Does not meet more than 2 out of the 4 criteria and frequently receives behavior consequences. |

Badge – properly displayed at all times. Properly displayed is on lanyard, around neck, and outside of clothing.

School/class on time – good attendance. Being absent due to ISS/OSS counts. A student should not receive a passing grade (70 or higher) if serving a major consequence.

Completes work – student puts forth best effort, uses time wisely, and is an active and productive participant in classroom discussions and activities.

Disruptions – student stays on task and follows classroom/school expectations.

Incentives/Acknowledgment

In an effort to reinforce and support positive student behavior there are school wide incentives and acknowledgment in place. All adults in the building actively monitor students’ behavior rewarding with verbal praise and/or redirecting student behavior as needed.

| | Name | Description & Criteria |
|----------------------|---|--|
| Frequent | Cavalier Cheer – Rewards during lunch such as ice cream, candy, slushies, etc. | Students going above and beyond to be courteous, capable, and cooperative receive a coupon for Being Callaway that can be exchanged for a small reward. |
| Each Month | Cavalier Celebrations *Hat Day *Ice Cream Bar *Kona Ice Truck *Theme Dress Up Day *Other celebrations as developed/requested by Student Council and approved by administration | Conduct/Soft Skills Grade – no more than 1 class below 80. No ISS/No OSS Passing all classes 6 absences or less |
| Each Semester | Event Pass (student v. teacher volleyball and basketball games) | Conduct/Soft Skills Grade – 80 or above semester average in all classes. No ISS/No OSS Passing all classes 6 absences or less |
| Each Year | Drawing for car | Conduct/Soft Skills Grade – 80 or above “final” average in all classes. No ISS/No OSS Passing all classes 6 absences or less |

DISRUPTIVE BEHAVIOR

Maintaining a safe and orderly environment that is conducive to learning is the number one priority of the Callaway High School faculty and staff. Any behavior that is disruptive to the learning environment will not be tolerated. When participating in classroom activities remember to be courteous, capable and cooperative. While in the hallways please remember that learning is taking place in classrooms. Move quickly and quietly to your destination.

DEFIANT BEHAVIOR

Courtesy and cooperation are a vital part of Callaway High School's motto and philosophy. Staff members will at all times work with students in a respectful manner when redirecting disciplinary concerns. It is essential to the good order of the school climate that students at all times comply with staff member requests. Therefore, defiant behavior is unacceptable. Students who refuse to follow the directions of staff will be suspended from school. Students are reminded at all times to be Courteous, Capable, and Cooperative. Be Callaway.

PROFANITY

Callaway High School is committed to creating a wholesome and professional atmosphere for students and staff. The use of profanity is unacceptable in a professional setting. Students utilizing profanity will be assigned after school detention. Extreme profanity or profanity directed at staff members may result in more severe consequences.

FIGHTING

Maintaining a safe and orderly environment that is conducive to learning is the number one priority of the Callaway High School faculty and staff. Fighting and all forms of physical violence are unacceptable behaviors. Students who fight will be removed from Callaway High School for remainder of the academic semester or longer.

ELECTRONIC DEVICE POLICY

Electronic devices and ear buds may be used in all areas of the building during non-instructional time. After the tardy bell rings and instructional time begins, devices should be out of sight and turned off. If a device is used during an unauthorized time teacher will confiscate the device and turn the device over to the administration. Students may retrieve the phone from the Disciplinary Office in Room 601 at the end of the school day. Repeated offences will result in a disciplinary referral. If a student refused to give a device to a teacher, a referral will be generated. The referral will result in ISS. **No music should be heard from electronic devices at any time.**

SCHOOL-WIDE STEPS FOR ADDRESSING INAPPROPRIATE BEHAVIOR

- 1) Warning
- 2) Conference with Student
- 3) Parent Contact
- 4) Assign Teacher Detention
- 5) Mediation Conference
- 6) Discipline Referral

DRESS CODE

The policy of Callaway High School is that good grooming and personal appearance are essential elements in the teaching and learning processes. Furthermore, dress and personal appearance will not be disruptive or interfere with the legitimate interest and welfare of the students. Callaway High School will enforce the dress code adopted by the Troup County Board of Education as found on page 36-37 of this handbook. Hats are not permitted in the building and all pants must be worn at the waist, secured with a belt if necessary.

- 5 – After school Detention
- 10 – Friday School
- 15 – Office Referral

****Students will be held in ISS until parent/guardian arrives with a change of clothes.**

DETENTION

Administrators and teachers have the authority to keep students after school hours to serve disciplinary detention. In the case of students whose immediate detention would pose transportation problems, a 24-hour notice will be given before detention takes place. Administrative Detention will be held on Tuesdays and Thursdays from 3:30 – 4:00 in the cafeteria.

- 1) Any student who is tardy for detention will receive another day of detention. Students must bring school assignments and/or study materials to detention. Any student who is off task during detention will receive another day of detention.
- 2) Disruptive behavior during detention will result in OSS or ISS.
- 3) Students' assigned detention may not leave detention except in the case of an emergency.
- 4) Any student who skips, misses, or does not serve an assigned detention shall be assigned ISS.
- 5) The student and their parent are responsible for transportation home.

IN-SCHOOL SUSPENSION

Students are assigned ISS by the school administrator. The school administrator will inform the student of the starting date in ISS. Students and parents will be notified and/or provided with a copy of the discipline referral forms. A student assigned to ISS must follow the following procedures:

- 1) If you have been assigned to ISS it is your responsibility to have all books and materials when you enter the ISS classroom.
- 2) Students assigned to ISS are to report directly to ISS upon arrival at school. Students are not to be in other parts of the building.
- 3) There will be no sleeping, leaning against the sides of the carrel, or putting your head down in ISS.
- 4) There is no talking in ISS. If you have a question, raise your hand and wait for a response from the teacher. Do not speak out and do not turn around.
- 5) No cell phones will be allowed.
- 6) Do not write or carve on the desk, chairs, or walls of the carrel.
- 7) Do not bring food, drink, or candy into the ISS room.
- 8) There will be 2 restroom breaks per day. Lunch will be at 10:45. While in the lunchroom, students will be assigned seats and will sit quietly while eating. All students should be facing the serving lines.

- 9) In order to exit ISS, all assignments must be complete. Days absent, time from early check-outs and late check-ins must be made up prior to being released from ISS.
- 10) If a student assigned to ISS is disrespectful, disruptive, or refuses to cooperate with the above stated rules, they will be subject to further disciplinary actions.

SENIOR DISCIPLINE

Disciplinary actions may impact a senior's ability to graduate with his/her class. During the last months and weeks of the school year, seniors who are referred to the office may lose the privilege of marching with his/her class and/or may be required to complete community service prior to receiving his/her diploma. Seniors are required to participate in graduation rehearsal as a condition of participating in the graduation ceremony. All fines must be cleared prior to graduation. If fines are not cleared students may lose the privilege of participating in the graduation ceremony.

SECTION II: Troup County Board Policies

GRADING AND GRADUATION REQUIREMENTS

Troup County grades student progress on a semester basis. Credit is awarded at the end of each semester if a student successfully completes requirements of the class. Required classes that have a failing grade must be repeated. Grades for each grading period are determined by the grades received in several categories: tests, homework, daily class work, projects, term papers, etc. A course syllabus will be supplied to each student which will explain how grades are determined for each class.

MINIMUM GRADES

Teachers will not enter in the grade book a grade less than 40 for any work attempted. If a student scored below a 40 for a grade, the actual grade should be placed in the comments area. Students will receive a “0” for work not attempted. This includes but is not limited to: not turning in the assignment, not filling in any answer blank, filling in answer blanks with answers not related to the topic, bubbling in a Scantron form in a pattern or with all one answer, answering less than half of a test, etc. Final grades will not be less than 40. Work submitted where a student has cheated or plagiarized will receive a 0.

MAKE-UP WORK

Students are encouraged and allowed to make up all missing work due to absence. Students who are absent, regardless of the reason, may schedule to make up work missed with 5 days of their return to school. This includes absences due to ISS and OSS (Out of school suspension). (Refer to Board policy IHA). If a student is present and fails to turn in work, the student may submit the work based on the teacher’s discretion and classroom policy.

GRADE CALCULATION

Final grades are calculated as the sum of 80% of the average of the two semesters and 20% of the grade earned on the final exam. The daily grading system consists of three types of learning tasks and will be determined as follows:

- 1) Major Assessments - 40% (may include: unit tests, mid unit tests, benchmarks, major projects, essays, performance tasks, SLO Post-tests, etc.)
- 2) Minor Assessments - 40% (may include: homework, quizzes, minor projects, minor writing assignments, vocabulary quizzes, etc.)
- 3) Feedback - 0% (may include: homework, classwork, participation, etc.) Feedback is formative assessment and includes commentary designed to improve student performance.
- 4) Final Exam / State required examination - 20%

In order to move students toward mastery, the ratio of Feedback opportunities to Minor Assessments, and of Minor to Major Assessments, must be a minimum of 3:1.

Unless exempt, students are required to take a final exam at the end of the course. The final exam score will be used to replace one Major Assessment grade in the second semester of high school, and one Major Assessment grade in each semester for middle school. This replacement score will

replace the grade where it will have the most positive impact. If the grade fails to positively impact the student's average, then the replacement grade will not be used. Teachers must immediately remediate students following an unsuccessful Major or Minor Assessment (differentiated instruction). State required assessments (unless directed by the State) may not be retaken or replaced in any way.

High School Advanced Placement classes will have neither minimum grades nor replacement grades. All work will be scored as per the teacher's syllabus submitted to College Board. Teachers should give serious consideration to any final grade ending in a 9. At high school: a grade of 69, 79, or 89 may not be given without consulting the principal.

The grading scale is as follows:

- 90 -100 =A
- 80 - 89 =B
- 70 - 79 =C
- Below 70 =F

GRADE POINT AVERAGE/RANK IN CLASS

- Every graduate's final transcript will reflect their Grade Point Average/Rank in Class computations:
- The Simple Grade Point Average (SGPA) is determined by converting all grades earned to honor points and dividing them by the total number of classes attempted. The 4-point scale (A=4, B=3, C=2, F=0) is used and this number is recorded on the permanent record.
- Numerical Simple Grade Point Average (NSGPA) is determined by averaging the number grades earned in all courses taken.
- The Academic Rank in Class is determined by converting grades earned in English, Foreign Language, Mathematics, Science, Social Studies, Advanced Fine Arts and all Advanced Placement classes to honor points. Grades used to determine the Academic Rank in Class will be those from the ninth grade through the midterm of the spring semester of the senior year. Grades earned during the spring semester of the senior year will count as semester grades. The sum of the honor points of all seniors will be ranked in descending order and will determine the Academic Rank in Class. This rank is recorded on the permanent record as upper 5%, upper 10%, upper 15%, upper 20%, upper 25%, upper 50% or lower 50%. Each student's grades are computed at the completion of the 11th grade and again at the end of the midterm of the spring semester of the senior year to determine his/her academic rank. The top 15% of each senior class will be honored at graduation as honor graduates.
- Students participating in Post-Secondary Option (PSO) must have a minimum of four (4) semesters of full-time school attendance in the designated high school from which they will graduate in order to be eligible for consideration as the Valedictorian.
- The following index of honor points is utilized to determine the Academic Rank in Class.

| <u>Classes</u> | <u>A</u> | <u>B</u> | <u>C</u> |
|--------------------|----------|----------|----------|
| Advanced Placement | 6 | 5 | 4 |
| Regular Courses | 4 | 3 | 2 |
- Students enrolled in Post-Secondary Options classes from the academic area will earn honor points in the same weight as Advanced Placement classes.

GRADUATION

Seniors who are candidates for graduation must satisfy all Troup County BOE requirements to participate in the graduation ceremony. Students and parents will be required to sign a behavioral contract prior to the event. Failure to abide by the terms of this agreement will result in disciplinary action. Only official regalia is permitted, and students must dress appropriately for the occasion. Noisemakers, balloons, and other distracting items are prohibited at the ceremony. Thank you for making graduation a special time in the lives of our students and their families.

Graduation Honor Cords and sashes will be awarded for the following accomplishments. Presentation of these honors will occur at Honors Night. No other graduation regalia is permitted to be worn at graduation.

- Valedictorian and Salutatorian
- Distinguished Honor Graduate
- Honor Graduate
- Passing of End-of-pathway Assessments
- THINC Academy Recognitions
- Junior University Recognitions
- Military Service
- Governor's Honors

GRADUATION REQUIREMENTS

It is recommended that each student declare a pathway. All students must meet all stated requirements before earning a diploma in Troup County. All requirements for graduation will be explained to students and parents at their first academic advisement session. Graduation requirements are located in Policy IHF and may be retrieved from the school system's website or obtained from a counselor.

All Troup County Board of Education requirements, including all required courses, state assessments and credits must be satisfied prior to participating in graduation ceremonies.

STAR STUDENT

Each year, the senior with the highest SAT score on a single new SAT test is named Star Student. This student must have taken the new SAT by the December test date and must score higher than the national averages on both the math and the verbal portions of the exam. Also, the student must be in the top 10% of the senior class academically.

**SELECTION FOR VALEDICTORIAN, SALUTATORIAN,
DISTINGUISHED HONOR GRADUATES, AND HONOR GRADUATES
FOR THE GRADUATING CLASS OF 2017 -2022**

Residency Requirements

For the graduating class of 2017 and beyond, the Valedictorian and Salutatorian graduates are the honor graduates of the senior class and represent the best performance in the local high schools; therefore, attendance in classes at the local high school for a minimum of four (4) semesters is a requirement. Selection of Valedictorian, Salutatorian and honor graduates will be based on the criteria described below.

CRITERIA FOR SELECTION OF HONOR GRADUATES OF EACH HIGH SCHOOL:

Honor Graduates and Distinguished Honor Graduates will be determined at the conclusion of the second nine weeks of the senior year. The grade that is received in the registrar's office on this date is the grade that will be used in determination of honor recipients. Class rank of students will be established using a four point scale where four (4) points are given for an A, three (3) points for a B, and two (2) points for a C for all classes, each receiving equal weighting with the exception of Advanced Placement and/or PSO courses in academic classes (English, Math, Science, Social Studies, and Foreign Language) which will carry honor weights of six (6) points for an A, five (5) points for a B, and four (4) points for a C. The sum of the honor points of all seniors will be ranked in descending order. Honor graduates will be the top 15% of students using the weighted class rank previously described. Only students having attained the status of Honor Graduate will be considered for Distinguished Honor status.

In order to attain the title of Distinguished Honor Graduate, the student must first receive an A in the categories using any combination of half or whole credits. For the graduating class of 2019 and beyond, the combination must be earned in an increasingly rigorous course of study.

- Four (4) units of mathematics
- Four (4) units of English
- Four (4) units of science
- Three and one half (3 ½) units of social studies
- Two (2) units of foreign language
- Three (3) units of fine arts; health and/or physical education; career, technical, agricultural education; or an additional foreign language unit(s).

Additionally, Distinguished Honor Graduates must take a minimum of four (4) Advanced Placement and/or PSO courses in academic classes (English, Math, Science, Social Studies, and Foreign Language) while enrolled in high school.

For any student who is graduating with less than eight semesters of coursework, a proportional ratio will be applied to the student's points based on the number of semesters the student has been in high school. The result of this calculation will be used to determine the student's honor status. For example, a student who has been in attendance for six (6) semesters out of eight (8), his/her honor points would be multiplied by 8/6.

CRITERIA FOR SELECTION OF THE VALEDICTORIAN

- The Valedictorian must be a Distinguished Honor Graduate.
- Regardless of the calculated class rank, the Valedictorian will be awarded the highest class rank in the graduating class.
- In the event where a school has no Distinguished Honor Graduate(s), the Valedictorian will be the student with the highest class rank, and by default will be a Distinguished Honor Graduate.
- Should there be more than one Distinguished Honor Graduate, the student with the highest class rank of all Distinguished Honor Graduates will be the Valedictorian.
- In the event of a tie for Valedictorian, the honoree will be the student with the highest combined SAT using all three sections in one sitting.
- In the event there is still a tie: the student with the highest scale score on the American Literature test of the Georgia State Assessment will be Valedictorian.

CRITERIA FOR SELECTION OF THE SALUTATORIAN

- The Salutatorian must be a Distinguished Honor Graduate.
- Regardless of the calculated class rank, the Salutatorian will be awarded the second highest class rank in the graduating class.
- In the event where a school has no Distinguished Honor Graduate(s), the Salutatorian will be the student with the second highest class rank, and by default will be a Distinguished Honor Graduate.
- In the event of a tie for Salutatorian, the honoree will be the student with the highest combined SAT using all three sections in one sitting.
- In the event there is still a tie: the student with the highest scale score on the American Literature test of the Georgia State Assessment will be the Salutatorian.

PROCEDURES FOR THE ANNOUNCEMENT OF VALEDICTORIAN, SALUTATORIAN, AND DISTINGUISHED HONOR GRADUATES

- Written explanation of selection process will be provided to all high school students in the student handbook each fall.
- Each high school principal will provide the Director of Secondary Education information and documentation regarding the candidates for Valedictorian, Salutatorian, and Distinguished Honor Graduates for review prior to the April Board of Education meeting. Valedictorian, Salutatorian, and Distinguished Honor Graduates will be announced at the April Board of Education meeting.

**SELECTION FOR VALEDICTORIAN, SALUTATORIAN,
DISTINGUISHED HONOR GRADUATES, AND HONOR GRADUATES
FOR THE GRADUATING CLASS OF 2023 AND BEYOND**

For the graduating class of 2023 and beyond, the Valedictorian, Salutatorian, and Distinguished Honor Graduates are those who have demonstrated the highest level of performance in all academic content areas in the most rigorous courses of study. These honors represent the best performance of the local high school graduating class; therefore, students must be enrolled in the Troup County School System for a minimum of four (4) semesters to be considered for Valedictorian and Salutatorian. Students receiving Honor Graduate status represent those who have maintained a high simple grade point average in their desired course of study. Selection of Valedictorian, Salutatorian, Distinguished Honor Graduates, and Honor Graduates will be based on the criteria described below.

CLASS RANK DETERMINATION:

Class rank will be used for college/scholarship applications and to determine the system's Valedictorian and Salutatorian. Transcript grades and grades that are posted to the report card at the end of the first semester of the senior year will be used to calculate class rank. Class rank of students will be established using a four point scale where four (4) points are given for an A, three (3) points for a B, and two (2) points for a C for all classes, each receiving equal weighting with the exception of Advanced Placement, dual enrollment, and identified honors courses in academic classes (English, Math, Science, Social Studies, and Foreign Language). Advanced Placement courses in academic classes will carry honor weights of six (6) points for an A, five (5) points for a B, and four (4) points for a C. Dual enrollment and/or designated honors classes will carry honor weights of five (5) points for an A, four (4) points for a B, and three (3) points for a C.

CRITERIA FOR SELECTION OF HONOR GRADUATES OF EACH HIGH SCHOOL:

Honor Graduates and Distinguished Honor Graduates will be determined using a simple GPA calculation at the conclusion of the first semester of the senior year. Students earning a simple GPA of 3.75 or above (without rounding) will receive the Honor Graduate distinction. Only students having attained the status of Honor Graduate will be considered for Distinguished Honor status.

In order to attain the title of Distinguished Honor Graduate, the student must first receive an A in the categories using any combination of half or whole credits. The combination must be earned in an increasingly rigorous course of study.

- Four (4) units of mathematics
- Four (4) units of English
- Four (4) units of science
- Three and one half (3 ½) units of social studies
- Two (2) units of foreign language
- Three (3) units of fine arts; health and/or physical education; career, technical, agricultural education; or an additional foreign language unit(s).

Additionally, Distinguished Honor Graduates must take a minimum of four (4) Advanced Placement and/or dual enrollment courses in academic classes (English, Math, Science, Social

Studies, and Foreign Language) while enrolled in high school, and earn a score of 3 or above on at least (1) AP test before the beginning of their senior year.

CRITERIA FOR SELECTION OF THE VALEDICTORIAN:

- The Valedictorian must be a Distinguished Honor Graduate.
- The Distinguished Honor Graduate who has taken one or more AP class(es) in each of the four academic areas (ELA, math, science, social studies), taken at least one AP exam in each academic area, and who has the highest weighted GPA will be the Valedictorian.
- The Valedictorian will be awarded the highest class rank in the graduating class.
- In the event where a school has no Distinguished Honor Graduate(s), the Valedictorian will be the student with the highest weighted GPA, and by default will be a Distinguished Honor Graduate.
- In the event of a tie for Valedictorian, the honoree will be the student with the highest simple GPA on a 100 point scale calculated to four decimal places.
- In the event there is still a tie: the student with the highest number of Advanced Placement test scores earning a 3 or higher will be Valedictorian.

CRITERIA FOR SELECTION OF THE SALUTATORIAN:

- The Salutatorian must be a Distinguished Honor Graduate.
- The Distinguished Honor Graduate who has taken one or more AP class(es) in each of the four academic areas (ELA, math, science, social studies), taken at least one AP exam in each academic area, and who has the second highest weighted GPA will be the Salutatorian.
- The Salutatorian will be awarded the highest class rank in the graduating class.
- In the event where a school has no Distinguished Honor Graduate(s), the Salutatorian will be the student with the second highest weighted GPA, and by default will be a Distinguished Honor Graduate.
- In the event of a tie for Salutatorian, the honoree will be the student with the second highest simple GPA on a 100 point scale calculated to four decimal places.
- In the event there is still a tie: the student with the highest number of Advanced Placement test scores earning a 3 or higher will be Salutatorian.

PROCEDURES FOR THE ANNOUNCEMENT OF VALEDICTORIAN, SALUTATORIAN, AND DISTINGUISHED HONOR GRADUATES:

- Written explanation of selection process will be provided to all high school students in the student handbook each fall.
- Each high school principal will provide the Director of Secondary Education information and documentation regarding the candidates for Valedictorian, Salutatorian, and Distinguished Honor Graduates for review prior to the April Board of Education meeting. Valedictorian, Salutatorian, and Distinguished Honor Graduates will be announced at the April Board of Education meeting.

Attendance policy

ATTENDANCE, TARDIES, EARLY DISMISSALS

Georgia law requires all pupils of school age to be in regular attendance. A student who misses school is not able to benefit from important academic instruction that he or she will need in order to be successful in school and ultimately to be a successful citizen. Pursuant to the Georgia Compulsory Attendance Statute, O.C.G.A. 20-2-690.1, a parent, guardian or other person residing within this state having control or charge of a child (hereinafter referred to as the “Responsible Person”) who fails to send his or her child to school may be charged with a misdemeanor. At its discretion a court having jurisdiction may subject the Responsible Person to a fine not greater than \$100.00 and/or imprisonment not to exceed thirty (30) days if found guilty of violating this statute. Each day’s absence shall be considered a separate offense as related to the penalty. The school’s principal will be responsible for designating personnel to administer this protocol.

A student may be absent from school for the following reasons:

- ✓ The student is ill, and attendance in school would endanger his/her health or the health of others.
- ✓ A death in student’s immediate family.
- ✓ Celebrating religious holiday of the faith embraced by the student.
- ✓ Conditions render attendance impossible or hazardous to student’s health or safety (such as severe weather).
- ✓ Medical, dental or court appointments, but only for the portion of the day reasonably necessary to attend the appointment.
- ✓ Military connection of parent or legal guardian necessitates an absence.

The law requires parents or guardians to see that their children attend school, and it provides penalties for failure to do so.

The Troup County School System Attendance Protocol will be enforced as outlined below:

1. At the beginning of the school year, the Responsible Persons, along with students who are 10 years or older will be asked to sign the Troup County Attendance Protocol and a copy of the signed Protocol will be kept on file at the school.
2. After three (3) unexcused absences, five (5) unexcused tardies, or five (5) unexcused dismissals, the school will notify the Responsible Person of such by phone, letter, or in person to discuss the student’s status. Documentation of this contact will be kept on file at the school (“1st notification”). A conference will be requested with the Responsible Person and the Truancy notice will be presented and signed and a plan will be developed to improve attendance.
3. After five (5) unexcused absences, seven (7) unexcused or more tardies, or seven (7) or more unexcused early dismissals, the school will notify the Responsible Person in writing (2nd notification) of such absences and shall require the Responsible Person to sign the Truancy Notice if the Responsible Person has not already signed it.
4. If two (2) reasonable attempts to notify the Responsible Person of absences, tardies or early dismissals produce no response, the school will send the Truancy Notice to the Responsible Person or guardian via certified mail, return receipt requested. If applicable, a list of these

students' names will be forwarded to the appropriate School Counselor, Family Assistant, Administrator or Designee.

5. Except in extraordinary circumstances found in the discretion of the school, upon the occurrence of the first unexcused absence, unexcused tardy or unexcused early dismissal following the 2nd Notification, law enforcement intervention will be requested.
6. If the above attempts are met with continued non-compliance by the Responsible Person of a child between the ages of 6-16 as evidenced by continued absences, the school will contact law enforcement and a warrant will be issued. If at any time during the year, the student's academic progress is affected by continued unexcused absences, the school may proceed with Educational Deprivation charges through Juvenile Court.
7. After ten (10) or more unexcused absences, the school may elect, as an alternative to sending a warrant request or in addition thereto, to file a complaint for educational neglect or a Child in Need of Services complaint.
8. Attendance related information obtained by Law enforcement will be provided to the school and kept on file at that school.

FINAL EXAM EXEMPTION POLICY

Senior students who have paid all fines, have not had a discipline referral resulting in ISS/OSS, or have not been suspended from riding the bus are eligible to exempt their final exams from the class(es) where they meet the following criteria: They have no more than five (5) absences in the first and second semesters provided the student has an A average, or; they have no more than four (4) absences in the semesters provided the students has a B average. Seniors who are eligible for an exemption of their semester (final) exam may do so only with parental permission. Seniors who are eligible for an exemption of their semester (final) exam, but choose to take the semester (final) exam, shall have the score considered only if it improves their grade.

MAKE-UP WORK

Students are encouraged and allowed to make up all missing work due to absence. Students who are absent, regardless of the reason, may schedule to make up work missed with 5 days of their return to school. This includes absences due to ISS and OSS (Out of school suspension). (Refer to Board policy IHA). If a student is present and fails to turn in work, the student may submit the work based on the teacher's discretion and classroom policy.

PRE-ARRANGED ABSENCES

Pre-arranged absences are unexcused unless the criteria of excused absences are met. The absences will reflect in a student's grade unless there are extenuating circumstances. Such circumstances must receive prior written approval by the principal (form available in Student Services). The prearranged request should be submitted a minimum of five (5) school days before the absence is to occur. Pre-arranged absences count within the 7- day loss of credit.

WITHDRAWAL FROM SCHOOL

Any student wishing to withdraw from school will be permitted to do so with written documentation from a parent outlining the reasons for withdrawal. A conference involving the student, principal and/or graduation coach, and a parent is required if the student is withdrawing to seek a GED. Withdrawal papers can be obtained in the Office of Student Services.

LEARNERS' PERMITS AND DRIVERS' LICENSES

A certificate of enrollment is required for learners' permits and drivers' licenses. There is a sign-up sheet in Student Services. Students applying for drivers' licenses will also need an ADAP (Alcohol and Drug Awareness Program) form. Replacement copies of ADAP certification may be provided for a \$2.00 processing fee. Certificates of enrollment and ADAP forms are available for student pick up on Thursday afternoons.

Disciplinary Actions and Procedures

The policy of the Troup County Board of Education is to adhere to due process when carrying out the procedures contained within the Code of Student Conduct handbook. Furthermore, the Board of Education will comply with the essential elements of due process procedures and provide each staff member with a copy of this handbook. This handbook has been published with the following concepts in mind:

1. All rules must be clearly stated and related to the educational purposes of the school.
2. School rules must be fair and specific enough for students to know what they may or may not do.
3. Students, parents and guardians must be informed of the rules affecting behavior and discipline.
4. When serious disciplinary action is involved, school personnel and students must comply with required procedures.

Troup County School students are subject to the rules and regulations of the Troup County Board of Education during the school day while in attendance at school-related activities, and while being transported to and from school or school-related activities in school vehicles. In addition, students may be disciplined in those instances where conduct at other times and places is deemed to have a direct and immediate impact or effect on the health, safety, discipline, or general welfare of the school community.

DRESS CODE

The policy of the Troup County Board of Education is that good grooming and personal appearance are essential elements in the teaching and learning processes. Therefore, it is expected that students dress in such a manner that will ensure the health and safety of the school. Furthermore, the dress and personal appearance will not be disruptive or interfere with the legitimate interest and welfare of the students. Students should adhere to the following guidelines as described in board policy JCDB-R:

Students should adhere to the following guidelines:

1. Pants must be worn at the waist, with or without a belt. "Busting slack" is not allowed. Students should not have to hold pants up while walking. (Wearing shorts under or long shirts over loose fitting pants does not exempt a student from this rule.)
Tempo shorts will not be allowed
2. Skirts and dresses are permitted but must be of appropriate length and style. The general rule is shorts and skirts should be no shorter than the tip of the middle finger when arms are

extended by the side. Clothing with pictures, writing, and/or symbols promoting gangs, alcohol, sex, tobacco, profanity or suggestive/crude messages is prohibited.

3. Hats/caps, “hoodies”, sweatbands, stocking caps, curlers, ear warmers or sunglasses are not to be worn inside the school building. Bandanas are not permitted at any time.
4. Biker shorts, any type of warm up that is tight and clings to the body, and clothing designed as undergarments or night wear (pajamas, flannel pants, negligee, etc.) worn as outer garments are unacceptable. This includes “leggings” or tights. If leggings or tights are worn, the outer wear covering these garments must meet the minimum requirements set forth in this dress code (i.e. Shorts, skirts, tops, or dresses worn over leggings/tights must meet minimum length requirements stated in #3 above.).
5. Students should not wear clothing of abbreviated style and/or revealing nature (no exposed cleavage), including but not limited to bare midriff tops, tank tops, halter tops, tube tops, see-through clothing, blouses, pants, cutout garments, shirts or blouses with large armholes, and blouses with revealing necklines. (If the student's midriff or waist area shows when the arms are extended parallel to the floor, it is considered a midriff top). Shoulder straps on blouses, shirts, and dresses must be a minimum width of 2 inches. Shirts and dresses must have both shoulder straps.
6. All pants, shorts, and other clothing with holes at or above the knee are unacceptable.
7. Other unacceptable dress: dog chains, wallet chains, "spiked chokers", and hanging shoulder straps, or any apparel that may be used to harm or impair another.
8. All students must wear shoes at all times for health and safety reasons. It is also recommended that shoes with a smooth sole such as thongs or flip flops not be worn. Bedroom slippers are prohibited.
9. With approval of the principal, activity sponsors may establish different rules for dress and grooming for participation in special activities.
10. Other attire deemed unsafe, inappropriate, or disruptive to the learning environment by the building principal may be subject to disciplinary action.

BUS REGULATIONS

The Troup County Board of Education is vitally concerned about the safety and welfare of the students riding buses. In an effort to inform students and parents or guardians of acts that can threaten that safety and welfare, bus rules and regulations have been adopted. The driver, together with the transportation supervisor and the school principal, shall have full responsibility for discipline on buses.

- First Violation: Student or parent conference and/or removal from the bus for up to ten days.
 - Subsequent Violations: Parent conference and removal from the bus for a minimum of three weeks and/or removal for the remainder of the school year.
1. Pupils shall obey the driver willingly and promptly. The driver is in full charge of the bus and pupils.
 2. The driver has the right to assign seats as he/she deems necessary.
 3. Pupils are to help keep their bus clean by not throwing trash on the floor.
 4. Pupils shall not throw any refuse out the windows.
 5. No pupil shall at any time extend his/her head, hands, or arms, or any part of his body out the window.
 6. Any damages done to bus or equipment must be paid for by that individual.

7. No soft drink bottles or cans, knives, sharp objects, or any object that might endanger another student can be brought onto the bus at any time.
8. Students must ride the bus in which they have been assigned.
9. Students should remain seated and should face the front of the bus at all times.
10. No food or drinks are permitted to be consumed on the bus.
11. Pupils shall behave in an appropriate and orderly manner.
12. Cell phones are not permitted on buses.

Troup County Board Policies Descriptors

Americans with Disabilities Act

The Troup County School System is ensuring that all policies, practices, procedures and facilities are totally accessible and accommodating to all people with disabilities. Kitty Crawford is the coordinator of Americans with Disabilities Act (ADA). Any questions, please call the Exceptional Education Center, 1712 Whitesville Road, LaGrange, Georgia 30240, (706) 812-7939.

Board Policy **Harassment**

Descriptor Code: JCAC

It is the policy of this school district to prohibit any act of harassment of students or employees by other students or employees based upon race, color, sex, national origin, religion, age or disability at all times and during all occasions while at school, in the workplace or at any school event or activity. Any such act by a student or employee shall result in prompt and appropriate discipline, including the possible termination of employment or suspension or expulsion of the student.

Sexual harassment may include conduct or speech which entails unwelcome sexual advances, requests for sexual favors, taunts, threats, comments of a vulgar or demeaning nature, demands or physical contact which creates a hostile environment for a student or employee. There may be other speech or conduct which employees or students experience as inappropriate or illegal harassment which should also be reported; harassment can take many forms and it is not possible to itemize every aspect of the harassment forbidden by this policy.

Any student, employee, applicant for employment, parent or other individual who believes he or she has been subjected to harassment or discrimination by other students or employees of the school district as prohibited by this policy should promptly report the same to the principal of the school or to the appropriate coordinator designated in policy JAA/GAAA, who will implement the Board's discriminatory complaints procedures as specified in that policy. Students may also report harassment or discrimination to their school counselor or any administrator. Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. If

at any point in the investigation of reported sexual harassment of a student, the coordinator or designee determines that the reported harassment should more properly be termed abuse, the reported incident or situation shall be referred pursuant to the established protocol for child abuse investigation.

It is the duty of all employees to promptly report harassment forbidden by this policy. All supervisors will instruct employees under their supervision as to the content of this policy and, through appropriate professional learning activities, enlighten employees as to the varied forms or expression of prohibited harassment. The principals of all schools shall ensure that students and parents are informed through student handbooks and verbally that such harassment is strictly forbidden, how it is to be reported and the consequences for violating this policy.

Date Adopted: 7/1/2001

Last Revised: 1/20/2011

Board Policy
Promotion and Retention

Descriptor Code: IHE

The Troup County Board of Education adopts this policy in accordance with O.C.G.A. Sections 20-2-282 through 20-2-285 (Georgia Academic Placement and Promotion Policy) that bases the placement of a student into a grade, class or program on an assessment of the academic achievement of the student and a determination of the educational setting in which the student is most likely to receive instruction and other services needed in order to succeed and progress to the next higher level of academic achievement.

As a Strategic Waiver School System, the Troup County Board of Education has an approved waiver for 20-2-283 which associates promotion to state assessments in specific grades.

Promotion, grade-level advancement, and course credit shall be based on academic achievement and demonstrated proficiency of the subject matter of the course or grade level. No student shall be administratively promoted to a grade level for which he or she is not prepared without appropriate intervention measures. The scope of this policy is comprehensive and contains both system standards and state requirements for grades K-12.

1. DEFINITIONS

a. Absences - An excused absence is one in which the student is ill. Absences due to the death of an immediate family member (mother, father, siblings, aunts, uncles, and grandparents) are also excused absences. The principal may request documentation in order to record the absence as excused. Other excused absences include subpoena, or other governmental mandate, bona fide religious holiday, voting, registration for the draft, or other reasons specified in state board rule. The building administrator may require documentation including, but not limited to a doctor's note for absences related to illness. All other absences are unexcused.

b. Administrative Placement team – team convened by the principal or his/her designee to include appropriate grade level teachers.

c. Grade level - standard of performance for mastery of a set of standards set forth by the Georgia Department of Education.

d. Overall academic achievement - the overall assessment of a student's academic performance, which shall include a consideration of the student's grades, classroom performance, state assessments, attendance, and other pertinent criteria.

e. Placement - the assignment of a student to a specific grade level based on the determination that such placement will most likely provide the student with instruction and other services needed to succeed and progress to the next higher level of academic achievement.

f. Promotion - the assignment of a student to a higher grade level based on the student's achievement of established criteria in the current grade.

g. Retention - the reassignment of a student to the current grade level during the next school year.

2. LOCAL PROMOTION STANDARDS FOR GRADES K-8

Kindergarten:

Kindergarten students will be promoted or retained based on data collected throughout the school year using state assessments, which contain data collected by the teacher throughout the school year. Additional information to be considered may include: age, social maturity, emotional factors, number of years in school, presence of support services, and attendance.

Grades One and Two:

Promotion from one grade to the next higher grade is dependent upon mastering the local and state developed grade level curriculum standards. Evidence of mastery of standards is determined by examining available assessment data, classroom performance, presence of support services, and overall academic achievement.

Grades, Three, Four, and Five:

Promotion from one grade to the next higher grade is dependent upon mastering the state and local grade level curriculum standards. Mastery of these standards is indicated by a yearly average of 70 or on the report card, state and local assessment results, classroom performance, presence of support services, and overall academic achievement.

Grades Six, Seven, and Eight:

Promotion from one grade to the next higher grade is dependent upon mastering the local and state curriculum standards. Mastery of these standards is indicated by a yearly average of 70 or above on the report card, state and local assessment results, classroom performance, presence of support services and overall academic achievement. Students are expected to pass three of the four core subjects per year.

Grades Nine, Ten, Eleven, and Twelve:

Students with more than seven (7) absences must request a waiver to earn credit for a course. It is the responsibility of the student and parent to request a waiver. A waiver committee will review the circumstances and determine whether credit will be awarded. For any student with more than seven (7) unexcused absences, a waiver will not be granted.

Classifications: Below is the listed number of credits required for classifications at each grade level.

Sophomore: 5 - 10.5 credits

Junior: 11 - 15.5 credits

Senior: 16+ credits

High School Graduation: In order for any student to graduate from high school, a student must fulfill all Troup County School System's Graduation Requirements as per Board Policy IHF(6). Students enrolled in ninth grade prior to fall of 2013 are required to pass the Georgia High School Writing Test (GHSWT). This test is administered several times annually by the school system.

State Required Assessments: The State of Georgia requires assessments at the end of specific courses. Students will be required to take state assessments in order to receive credit for these courses. Assessment results shall be provided to students, parents, and educators with individual scores on each assessment taken; student scores must be recorded on, in, or with the individual student report card. State assessments are given in the following courses: Algebra I, Accelerated Algebra I, Geometry, Accelerated Geometry, United States History, Economics, Biology, Physical Science, Ninth Grade Literature and Composition, and American Literature.

Semester Exams: All other courses in which a state required assessment is not given will have semester exams. Semester exams and state required assessments will count 20% of the student's final numeric grade in the course.

Students with Disabilities: Students with disabilities will follow local board of education policy when determining promotion, placement, and retention.

Eligibility: No student shall be retained in any grade for the purpose of extending that student's athletic eligibility.

APPEALS FOR GRADE LEVEL RETENTION (K-8)

Within five (5) business days following notification of retention, parent(s) or guardian(s) may appeal in writing to the principal, stating the reason for the appeal. The principal will convene an appeals committee consisting of the parent, the principal, and the division director. The decision to place the student in the next grade must be unanimous. The decision of the appeals committee is final.

Troup County Schools

Date Adopted: 7/1/2001

Last Revised: 7/20/2017

Title IX Equity in Sports Act

State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports Act, O.C.G.A § 20-2-315). Students and staff are hereby notified that the Troup County Board of Education does not discriminate on the basis of gender in its athletic programs. The sports equity coordinator for this school system is: John Radcliffe, Assistant Superintendent, Troup County School System, 100 North Davis Road, Bldg. C, LaGrange, GA 30241. Mr. Radcliffe may be reached by phone at (706) 812-7900. Inquiries or complaints concerning sports equity in this school system may be submitted to the sports equity coordinator.

Board Policy Gender Equity in Sports

Descriptor Code: IDFA

It is the policy of the Troup County Board of Education to prohibit discrimination based on gender in its elementary and secondary school athletic programs. As a part of achieving this goal, the Troup County Board of Education annually shall notify all of its students of the name, office address, and office telephone number of the employee(s) who coordinate efforts to comply with and carry out the provisions of state law. This notification shall be included in a student handbook containing the code of conduct and distributed to all students.

An equity in sports grievance procedure is hereby adopted which provides for prompt and equitable resolution of written student complaints, including those brought by a parent or guardian on behalf of his or her minor child who is a student, alleging any action which would be a violation of the pertinent Code section. The grievance procedure shall be as follows:

1. The employee designated as the person who coordinates efforts to comply shall render his or her decision in writing no later than 30 days after receipt of the complaint, and such decision shall set forth the essential facts and rationale for the decision;
2. A copy of such decision shall be provided to the complainant within five days of the date of the decision; and
3. A complainant shall have a right to appeal such a decision to the local board within 35 days of the date of the decision.
4. A complainant may appeal a decision of the Board in accordance with the procedures specified in Code section 20-2-1160.

The Superintendent shall appoint an Equity in Sports Coordinator whose responsibility is to coordinate efforts to comply with and carry out requirements in regard to Equity in Sports.

The Equity in Sports Coordinator shall investigate any complaints communicated to the school system in regard to Equity in Sports.

Date Adopted: 7/1/2001
Last Revised: 3/1/2010

**Title II, Part A, Teacher/Paraprofessional Quality
Parental Rights**

In compliance with the requirements of the Every Student Succeeds Act (ESSA), the Troup County School System informs parents that they may request information regarding the teacher's or the paraprofessional's professional qualifications, including the following:

- Whether the teacher/paraprofessional has met the Georgia Professional Standards Commission's certification requirements for the grade level and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
- The college major and any graduate certification or degree held by the teacher;
- Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child's teacher's qualifications, please contact Mr. Laney at 706-845-2070.

20 Day Parent Notification Letter (If a teacher or long-term substitute who does not meet "professionally qualified" requirements has taught a student for four or more consecutive weeks.)

The Troup County School System is required to notify parents if a teacher who is not "professionally qualified" is teaching their child a core academic content course. Parental notification is required if a teacher who is not "professionally qualified" teaches their child for four consecutive weeks or more (including substitute teachers). Parents must be notified by the school principal, in writing. A copy of this letter will be placed on file with the principal, Chief Human Resource Officer and Director of Federal Programs.

Title II, Part A Information/Guarantee of Receipt of Handbook

All schools in the Troup County School System provide students and parents with a handbook delineating federal, state, district, and school rules/regulations and provide stakeholders with "right to know" information, including parents' right to know the qualifications of their child(ren)'s teachers. Parents will receive a Parent Acknowledgement form at registration. Schools maintain the signed acknowledgement forms on file as documentation of receipt of handbook. A copy of the forms and handbooks containing the above information is kept on file in the Federal Programs Office.

Written Complaint Procedures

Any individual, organization or agency (“complainant”) may file a complaint with the Troup County School System Board of Education if that individual, organization or agency believes and alleges that a violation of a Federal statute or regulation that applies to a program under the Every Student Succeeds Act (ESSA) has occurred. The complaint must allege a violation that occurred not more than one (1) year prior to the date that the complaint is received, unless a longer period is reasonable because the violation is considered systemic or ongoing.

Federal Programs for Which Complaints Can Be Filed

1. Title I, Part A: Improving Basic Programs Operated by Local Educational Agencies
2. Title I, Part C: Education of Migrant Children
3. Title I, Part D: Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At-Risk
4. Title II, Part A: Teacher and Principal Training and Recruiting Fund
5. Title II, Part D: Enhancing Education Through Technology
6. Title III, Part A: English Language Acquisition, Language Enhancement, and Academic Achievement
7. Title IV, Part B: 21st Century Community Learning Centers
8. Title VI, Part A, Subpart I: Section 6111: State Assessment Program
9. Title VI, Part A, Subpart I: Section 6112: Enhanced Assessment Instruments Competitive Grant Program
10. Title VI, Part B, Subpart 2: Rural and Low-Income Schools
11. Title IX, Part E, Subpart 1, Section 9503: Complaint Process for Participation of Private School Children
12. Title IX, Part A: McKinney-Vento Homeless Assistance Act – Education for Homeless Children and Youth

Complaint forms are located on the website and available at all Troup County School System schools and offices.

Assessment Security

Testing procedures for state mandated assessments will follow the instructions established in the Georgia Student Assessment Handbook and directives received from the Georgia Department of Education.

All aspects of the local assessment program including security of materials, test administration procedures, and reporting of results shall follow guidelines and procedures as specified by the Department of School Improvement and Assessment.

Board Policy
Special Education Programs

Descriptor Code: IDDF

The Troup County Board of Education shall provide a free and appropriate education (FAPE) for all students with disabilities between the ages of 3 and 21.

Determinations concerning eligibility for Special Education programs and FAPE will be consistent with the requirements of the Individuals with Disabilities Education Act (IDEA) and the Georgia Board of Education rules. Free and appropriate educational services are provided in the least restrictive environment.

The Troup County Board of Education will comply with all state and federal regulations and shall submit annually a comprehensive plan for special education which will be reviewed and approved by the Georgia Department of Education.

Date Adopted: 7/1/2001
Last Revised: 7/15/2010

Section 504

Under 504, a person is considered to have a disability if that person:

- (1) has a physical or mental impairment which **substantially** limits one or more of such person's major life activities,
- (2) Has a record of such impairment, or
- (3) is regarded as having such an impairment

Students eligible for protection under Section 504 may have accommodation plans written that specifically address their individual needs according to their handicapping conditions.

Examples of **potential** 504 handicapping conditions are: Caring for oneself, seeing, hearing, speaking, breathing, learning, Tuberculosis, asthma, allergies, heart disease, temporary medical conditions due to illness or accident, ADD, ADHD, behavioral difficulties, drug/alcohol addiction.

Education Program for Gifted Students

The Troup County Board of Education recognizes the need to provide gifted education services for students who have the potential for exceptional achievement in grades K-12. A gifted student is one who demonstrates a high degree of intellectual and/or creative abilities, exhibits an exceptionally high degree of motivation, and/or excels in specific academic fields and who needs special instruction and /or ancillary services to achieve at a level commensurate with his/her abilities.

The Troup County Board of Education provides a differentiated curriculum for gifted students which consists of courses of study in which the content, teaching strategies, and expectations of student mastery have been adjusted to be appropriate for gifted students.

A student may be referred for consideration for gifted educational services by teachers, counselors, administrators, parents, guardians, peers, self and other individuals with knowledge of the student's abilities.

Parents and guardians will be notified and afforded an opportunity for a conference to discuss student eligibility requirements.

The Georgia Board of Education has two options for eligibility:

Option 1 – Psychometric approach – (cognitive ability and achievement) or

Option 2 – Multiple Criteria approach – (meeting three out of the four criteria: mental ability, achievement, creativity and motivation)

For any additional information, please call the teachers of the gifted assigned to your child's school or the Director of Exceptional Education, Kitty Crawford at (706) 812-7939.

Schools must provide information to each parent about the level of achievement of his/her child on each of Georgia's academic assessments. Federal law requires that each State set high academic standards and implement an extensive student testing program which is aligned with standards and which measures students' achievement based on the standards.

Administrative Regulation **Internet Acceptable Use**

Descriptor Code: IFBG-R

Computer, Network, Internet, Electronic Communications, and Social Media Acceptable Use

Computer network use is governed by federal and state laws which specify punitive legal actions that can be taken, as well as terms of imprisonment and/or financial fines that may be imposed by the courts for conviction of computer-related crimes.

The State of Georgia has passed laws which govern the use of computers and related technology. Article 6 of Chapter 9 of Title 16 of the Official Code of Georgia Annotated, known as the Georgia Computer Systems Protection Act specifically forbids computer misuse and abuse. Excepts are as listed below:

Computer Fraud and Abuse

1. Whoever knowingly and willfully, directly or indirectly, without authorization, accesses, causes to be accessed, or attempts to access any computer, computer system, computer network, or any part thereof which, in whole or in part, operates in commerce or is owned by, under contract to, or in connection with State, county or local government or any branch, department, or agency thereof, any business, or any entity operating in or affecting commerce for the purpose of:
2. Devising or executing any scheme or artifice to defraud, or
3. Obtaining money, property, or services for themselves or another by means of false or fraudulent pretenses, representations, or promises shall, upon conviction thereof, be fined

a sum of not more than two and one-half times the amount of the fraud or theft, or imprisoned not more than 15 years, or both.

4. Whoever intentionally and without authorization, directly or indirectly accesses, alters, damages, destroys, or attempts to destroy any computer, computer system, or computer network, or any computer software, program or data shall, upon conviction thereof, be fined not more than \$50,000.00 or imprisoned not more than 15 years, or both.

Users must be aware of their responsibilities and of the regulations governing the network environment. To be eligible for computer and network access, users must be in support of and consistent with the educational objectives of the Troup County School system.

The purpose of school system-provided network access (which includes Internet access) is to facilitate communications in support of research and education. Access is a privilege, not a right. Students will be guided toward topics which have been matched to specific learning objectives rather than being allowed to "surf" the Internet without direction. Troup County School System will allow limited access to students using filtering devices.

Student access to workstations should be monitored at all times by adults authorized by the district. Even with such steps to ensure that Internet resources are used only for purposes consistent with approved curricula, students may be able to search for and access materials which have not been evaluated by staff. Families should be aware that some material accessible via the Internet may contain items that are inaccurate, defamatory, illegal, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet that could result in unwanted financial obligations for which a student's parent or guardian would be liable.

All users' files, content, and communications stored on school-based computers, networks, or other electronic devices are subject to access and review by administrators or designated system technicians to maintain system integrity and insure that users are acting responsibly. These files are subject to the Georgia Open Records Act and may be accessible to others as a matter of public records.

The user (student and/or staff) is responsible for his/her actions and activities involving computers, network usage, and electronic messaging. Examples of prohibited conduct include, but are not limited to the following:

1. Accessing, sending, creating, or posting materials or communications that are damaging to another person's reputation, abusive, obscene, sexually oriented, threatening, demeaning to another person's gender or race, harassing, or illegal.
2. Violating any local, state or federal statute.
3. Vandalizing, damaging, or disabling the computer and/or related equipment of any individual or organization.
4. Using the school's computer hardware or network for illegal activity such as copying software or violation of copyright laws.
5. Making illegal copies of software on any school's computer or computer network.
6. Copying or downloading copyrighted software for one's own personal use.

7. Violating copyright or otherwise using the intellectual property of another individual or organization without permission.
8. Using the network for private financial or commercial gain.
9. Loading or using any unauthorized software programs on any school's computer or computer network. Examples include games, public domain, shareware, etc.
10. Intentionally infecting any school computer or network with a virus or program designed to damage, alter or destroy data.
11. Attempting to gain or gaining unauthorized access to network resources.
12. Invading the privacy of other individuals by gaining unauthorized access to their files or documents.
13. Using or attempting to use another person's user name (User I.D.) or password without authorization. Passwords must be kept confidential and must not be shared by anyone.
14. Posting or plagiarizing work created by another person without their consent.
15. Posting anonymous messages.
16. Using the network for commercial or private advertising.
17. Forging electronic mail messages.
18. Attempting to access, alter, delete, or copy the electronic mail of other system users without authorization.
19. Using the school's computers, network or Internet link while access privileges are suspended.
20. Using the school's computers, network or Internet link in a manner that is inconsistent with teacher's directions and generally accepted network etiquette.
21. Attempting to alter the standard configuration of a computer, a network or any of the resident software on the computer or network within the assigned user environment.
22. Using personal diskettes and personal CDs and/or digital storage devices in school equipment without authorization.
23. Posting/sharing electronic messages that undermine and violate district policies and practices or become detrimental to the health, welfare, discipline or morals of others.
24. Engaging in personal social networking activities during the professional workday.
25. Posting social media and electronic messages or establishing social network sites on behalf of the district or the schools, departments, classes, personnel contained therein, without the consent of the Superintendent or his designee.
26. Violating confidentiality laws that govern student records, health, and select personnel records and information.
27. Storing personal files, photos, data, and other content on school system equipment.

The use of Troup County School System's computers or networks in violation of system policy or rules may result in loss of computer privileges and additional disciplinary actions in keeping with existing procedures and practices regarding inappropriate behavior.

Troup County School System believes that the benefits to users provided by access to the Internet far exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standard that their children should follow when using media and information sources. To that end, the Troup County School System supports and respects each family's right to decide whether or not to permit a child Internet access.

Only users who have on file a signed Computer, Network, Internet, Electronic Communications, and Social media Acceptable Use Agreement may request access to the Internet.

Date Issued: 3/1/2003
Last Revised: 8/7/2013

Technology Letter

Dear Parent(s),

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. Therefore, we have implemented Bring Your Own Device (BYOD) at our school. To encourage this growth, students are encouraged to bring their own technology device to enhance their learning experiences. If you do not wish for your child to participate in BYOD, please request an opt-out form. Please note that students who cannot bring in outside technology may be able to access and utilize the school's equipment. No student will be left out of our instruction.

Definition of "Technology"

For purposes of BYOD, "device" means privately owned wireless and/or portable electronic hand-held devices that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc. Please note that gaming devices should not be brought to school (PSP, Nintendo DS/Desi, etc.).

Internet

Only the internet gateway provided by the school system may be accessed while on campus. All instructional data communication for devices is required to pass through the provided gateway, and the gateway is not to be used for any non-academic reason. If the student uses their phone plan, the parent is responsible for any costs.

Security and Damages

Troup County School System is not liable for any device that is stolen or damaged. Responsibility to keep the device secure rests with the individual owner. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. Devices will be registered at school; however, it is also recommended that parents record device serial numbers and keep them in a secure place at home. We recommend that skins (decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

Acceptable Use Policy (AUP)

An Acceptable Use Policy is a written agreement that all parties on a computer network promise to adhere for the common good. An AUP defines the intended uses of the network including the acceptable uses and the consequences for not following the agreement.

Teachers' Role

Teachers are facilitators of instruction in their classrooms. Therefore, they will not spend time on fixing technical difficulties with students' personal devices in the classroom. They will

provide guidance on how to connect to the TCSS network; however, they will not provide technical support for the device.

Teachers will regularly communicate information regarding educational applications and suggest appropriate tools that can be downloaded to personal devices. Parents may need to assist their children with downloads.

Teachers will closely monitor students' use of technology in the classrooms. All activities involving technology will be based upon and support the state standards.

Troup County BYOD Guidelines

Students and parents/guardians participating in BYOD must adhere to the Student Code of Conduct, as well as all Board policies, particularly Internet Acceptable Use (Policies IFBG, JCDAF and JCDAD) and Internet Safety (Policy IFBGE). Furthermore, the student must agree to the following conditions.

Please read carefully and initial every statement:

- The student takes full responsibility for his or her device. The school is not responsible for the security of personal technology. Personal devices cannot be left on campus before or after the school hours.
- The student accesses only files on the computer or internet sites which are relevant to the classroom curriculum at the direction of the teacher.
- The student immediately complies with teachers' requests to shut down devices, close the screen, or turn the device face down on the desk.
- The technology may not be used to cheat on assignments or tests, or for non-instructional purposes.
- The student may not use any type of electronic device in restrooms or locker rooms.
- The technology must be in silent mode while on school campuses and while riding school buses.
- The student is not permitted to transmit or post photographic images/videos of any person on campus on public and/or social networking sites without permission.
- Personal devices should be charged prior to bringing them to school and run off their own batteries while at school.
- To ensure appropriate network filters, the student will only use the BYOD wireless connection in school and will not attempt to bypass the network restrictions by using 3G or 4G network.
- The student understands that bringing devices on premises or infecting the network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the AUP policy and will result in disciplinary actions.
- The school district has the right to collect and examine any device that is suspected of inappropriate use or was the source of an attack or virus infection.
- The student realizes that processing or accessing information on school property related to "hacking", altering, or bypassing network security policies is in violation of the AUP policy and will result in disciplinary actions.

- The student realizes that printing from personal technology devices may not be possible at school.
- The student acknowledges that the school's network filters will be applied to one's connection to the internet and will not attempt to bypass them.
- The student may not use his or her device in the restroom and locker room areas of the school.

Internet/Email Opt Out

Write a statement and turn in to your student’s school if you **do not** want:

- Your student to have internet access.
- Your middle/high school student to have an email address from the system to communicate with the teachers.

**Board Policy
Student Behavior Code**

Descriptor Code: JCDA

A. STATEMENT OF PURPOSE - The Troup County Board of Education strongly believes that appropriate behavior and conduct of all students in the Troup County Schools is necessary to create a proper learning environment, to maintain good order and discipline, and to teach and instill in all students the attitude of being law abiding citizens. The rules, regulations, and due process procedures set forth herein are designed to guide all students in the exercise of their duty of appropriate behavior.

B. EFFECTIVE TIME AND LOCATION - These rules are effective during the following times and in the following places:

1. On the school grounds during and immediately before or immediately after school hours or off school grounds while enroute to or from school.
2. On the school grounds at any other time when the school is being used by a school group or at school related functions.
3. Off the school grounds at a school activity, function, or event.
4. Enroute to and from school on a school bus or other school vehicle or while waiting off school grounds at a designated school bus stop for a school bus to transport a student to or from school or a school activity.
5. Off school grounds when the prohibited conduct is directed, because of a school-related connection, against the person, family, property, privacy or tranquility of an employee of the Troup County Board of Education.
6. Apply to conduct by student whether directed to or committed upon another student or a teacher, administrator, or other school personnel or toward persons attending school related functions.

7. Apply to any off-campus behavior of a student which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at school or which disrupts the educational process.

These offenses are applicable to include acts against students, teachers, administrators, bus drivers, or other school personnel, as well as persons legitimately on school property or attending school related functions.

C. STUDENT BEHAVIOR CODE

Accordingly, the following listing of offenses and conduct are declared to be prohibited by all students enrolled in the Troup County Schools. Violation of this policy shall result in disciplinary actions and may include appropriate hearings and review, and the suspension, short or long term, or the expulsion of a student from the school in accordance with Troup County Board of Education policies.

OFFENSES INVOLVING THE PERSON

1.01 Simple Assault - A student commits the offense of simple assault when he/she either: (1) Attempts to commit a violent injury to the person of another; or (2) Commits an act which places another in reasonable apprehension of immediately receiving a violent injury.

1.02 Aggravated Assault (Mandatory Hearing Offense) - A student commits the offense of aggravated assault when he/she assaults: (1) with intent to rob; or (2) with a deadly weapon or with any object, device, or instrument which, when used offensively against a person, is likely to or actually does result in serious bodily injury.

1.03 Simple Battery - A student commits the offense of simple battery when he/she either: (1) Intentionally makes physical contact of an inappropriate, insulting, or provoking nature with the person of another; or (2) Intentionally makes physical contact or causes physical harm to another unless such physical contact or harm was in defense of himself or herself.

1.04 Battery (Mandatory Hearing Offense) - A student commits the offense of battery when he/she intentionally causes substantial physical harm or visible bodily harm to another. The term "visible bodily harm" means bodily harm capable of being perceived by a person other than the victim and may include, but is not limited to, substantially blackened eyes, substantially swollen lips or their facial or body parts, or substantial bruises to body parts.

1.05 Aggravated Battery (Mandatory Hearing Offense) - A student commits the offense of aggravated battery when he/she maliciously causes bodily harm to another by depriving him of a member of his body, by rendering a member of his body useless, or by seriously disfiguring his body or a member thereof.

1.06 Hazing (Mandatory Hearing Offense) - A student commits the offense of hazing when he/she subjects another student to an activity which endangers or is likely to endanger the physical health of a student, regardless of a student's willingness to participate in such activity, in

connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization.

1.07 Affray - A student who commits the offense of affray when he/she fights with one or more other persons in a public place to the disturbance of the school tranquility.

1.08 Bullying - A student commits the offense of bullying when the student commits an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is: (1) any willfully attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; (2) any intentionally display of force such as would give the victim reason to fear or expect immediate bodily harm; or (3) any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that: (a) causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1; (b) has the effect of substantially interfering with a student's education; (c) is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or (d) has the effect of substantially disrupting the orderly operation of the school.

1.09 Cyberbullying - Cyberbullying is defined as:

A. A student commits the offense of cyberbullying when the student uses any electronic communication, by individuals or groups to: (1) make a true threat against a student or school employee; (2) materially disrupt school operations; or (3) substantially impinge on the rights of another student such as, but not limited to: creating reasonable fear or harm to the student's person or property; creating a substantially detrimental effort on the student's physical or mental health; substantially interfering with a student's academic performance or interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school; or being so severe, persistent, or pervasive as to cause severe emotional distress.

B. Includes conduct that is based on, but not limited to, a student's actual or perceived race, color, national origin, gender, religion, disability, sexual orientation or gender identity, distinguishing physical or personal characteristic, socioeconomic status; or association with any person identified in Section I (2)(b)(i)-(ix).

C. As used herein, the term "electronic communications" means communications through any electronic device, including, but not limited to, computers, telephone, mobile phone, andrs, and any type of communication, including, but not limited to, emails, instant messages, text messages, pictures messages, and websites.

D. Jurisdiction for Cyberbullying: (1) No student shall be subjected to cyberbullying by an electronic communication that bears the imprimatur of the school regardless of whether such electronic communication originated on or off the school's campus. (2) The school shall have jurisdiction to prohibit cybrbullying that originates on the school's campus if the electronic communication was made using the school's technological resources or the electronic

communication was made on the school's campus using the student's own personal technological resources. (3) The school shall have jurisdiction to prohibit cyberbullying that originates off the school's campus if: (a) it was reasonably foreseeable that the electronic communication would reach the school's campus; or (b) there is a sufficient nexus between the electronic communication and the school which includes, but is not limited to, speech that is directed at a school-specific audience, or the speech was brought onto or accessed on the school campus, even if it was not the student in question who did so.

1.10 Verbal/Visual Assault - A student commits the offense of verbal/visual assault when he/she either: (1) Utters a racial slur or implied racial slur; (2) makes an insensitive or insulting comment related to socio-economic status; (3) displays or wears symbols or emblems which is commonly known to be offensive, cause a student to feel belittled, inferior or embarrassed (4) makes disparaging, belittling or disrespectful comments about another student or his/her family.

OFFENSES INVOLVING THEFT

2.01 Theft by Taking - A student commits the offense of theft by taking when he/she unlawfully takes or, being in lawful possession thereof, unlawfully appropriates any property of another with the intention of depriving him of the property, regardless of the manner in which the property is taken or appropriated.

2.02 Theft of Lost or Mislaid Property - A student commits the offense of theft of lost or mislaid property when he/she comes into control of property that he knows or learns to have been lost or mislaid and appropriates the property to his own use without first taking reasonable measures to restore the property to the owner.

2.03 Theft by Receiving Stolen Property - A student commits the offense of theft by receiving stolen property when he/she receives, disposes of, or retains stolen property which he knows or should know was stolen unless the property is received, disposed of, or retained with intent to restore it to the owner. "Receiving" means acquiring possession or control of the property.

2.04 Theft by Extortion (Mandatory Hearing Offense) A student commits the offense of theft by extortion when he/she unlawfully obtains property of or from another person by threatening to: (1) Inflict bodily injury on anyone or commit any other criminal offense; (2) Accuse anyone of a criminal offense; (3) Disseminate any information tending to subject any person to hatred, contempt, or ridicule; or (4) Testify or provide information or withhold testimony or information with respect to another's legal claim or defense.

OFFENSES INVOLVING ROBBERY

3.01 Robbery (Mandatory Hearing Offense) - A student commits the offense of robbery when, with intent to commit theft, he/she takes property of another from the person or the immediate presence of another: (1) By use of force; (2) By intimidation, by the use of threat or coercion, or by placing such person in fear of immediate serious bodily injury to himself or to another; or (3) By sudden snatching.

3.02 Armed Robbery (Mandatory Hearing Offense) - A student commits the offense of armed robbery when, with intent to commit theft, he/she takes property of another from the person or the immediate presence of another by use of an offensive weapon, or any replica, article, or device having the appearance of such weapon.

OFFENSES INVOLVING WEAPONS

4.01 Weapons, Dangerous Instruments, or Explosive Compounds (Mandatory Hearing Offense) - No student shall possess, handle, carry or have under his/her control any weapon or explosive compound to include fireworks of any kind. The term "weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife regardless of the length of the blade, box cutter, straight-edge razor, razor blade, spring stick, metal knucks, blackjack, or any flailing instrument which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or mace or pepper gas, or any other object which may be used to injure or harm another.

4.02 Replica of Dangerous Instruments, or Explosive Compounds - No student shall possess, handle, carry or have under his/her control any replica of weapons or explosive compounds described in 4.01.

OFFENSES INVOLVING DRUGS, ALCOHOL AND TOBACCO

5.01 Possession of Drugs or Alcohol (Mandatory Hearing Offense) - A student shall not have, possess, handle, carry or exercise control over or transmit any controlled substance or dangerous drug prohibited by Georgia law to include but not limited to marijuana, cocaine, amphetamine, barbiturate or alcoholic beverages of any kind; nor shall a student have, possess, carry, handle or exercise control over or transmit marijuana, synthetic marijuana, or any substance represented or thought to be controlled substance, dangerous drug, or alcoholic beverage.

5.02 Sale of Drugs or Alcohol (Mandatory Hearing Offense) - A student shall not sell or attempt to sell or buy or attempt to buy any controlled substance or dangerous drug prohibited by Georgia law or substances represented or thought to be drugs or alcoholic beverages of any kind.

5.03 Use of Drugs or Alcohol (Mandatory Hearing Offense) - A student shall not use or be under the influence of any alcoholic beverage of any kind, controlled substance or dangerous drug prohibited by Georgia law or any drugs except by a prescription from a physician for a specific medical condition.

5.04 Possession or Use of Tobacco Products - No student shall have, handle, possess, carry or exercise control over or use tobacco products of any nature, including but not limited to cigars, cigarettes, snuff, chewing tobacco, pipe tobacco, or electronic cigarettes.

5.05 Drug Related Objects (Mandatory Hearing Offense) - A student shall not have, handle, possess, carry or exercise control over a drug related object. A drug related object means any machine, instrument, tool, equipment, contrivance, or device which an average person would

reasonably conclude is intended to be used for one or more of the following purposes: (1) To introduce into the human body any dangerous drug or controlled substance under circumstances in violation of the laws of this state; (2) To enhance the effect on the human body of any dangerous drug or controlled substance under circumstances in violation of the laws of this state; (3) To conceal any quantity of any dangerous drug or controlled substance under circumstances in violation of the laws of this state; or (4) To test the strength, effectiveness, or purity of any dangerous drug or controlled substance under circumstances in violation of the laws of this state.

OFFENSES INVOLVING FALSE INFORMATION

6.01 False Statement - A student to whom a request has been made by a school official to provide information regarding any school related matter commits the offense of furnishing a false statement when he/she, knowingly and willfully, makes a false statement, whether orally or in writing.

6.02 Perjury - A student to whom a lawful oath or affirmation has been administered commits the offense of perjury when, in a student disciplinary proceeding, he/she knowingly and willfully makes a false statement material to the issue or point in question.

6.03 Forgery - A student commits the offense of forgery when he/she knowingly makes, alters, or possesses any school related writing, record, or document in a fictitious name or in such manner that the writing, record or document as made or altered purports to have been made by another person, or at another time with different provisions, or by authority of one who did not give such authority.

OFFENSES INVOLVING SCHOOL ORDER

7.01 Threats and Intimidation - A student commits the offense of threats and intimidation when he/she by words, verbal or written or by physical action (1) threatens to commit any act of violence against another; (2) causes another to fear for his or her safety; or (3) threatens to burn or damage a school building, school facility or bus or causes the evacuation thereof.

7.02 Riot (Mandatory Hearing Offense) - Any two or more students commit the offense of riot when they do an unlawful act of violence or any other act in a violent and tumultuous manner.

7.03 Inciting to Riot (Mandatory Hearing Offense) - A student commits the offense of inciting to riot when, with intent to riot, he/she does an act or engages in conduct which urges, counsels, or advises others to riot, at a time and place and under circumstances which produce a clear and present danger of a riot.

7.04 Preventing or Disrupting Gatherings - A student shall not recklessly or knowingly commit any act which may reasonably be expected to prevent or disrupt a school meeting, gathering, procession or assembly.

7.05 False Report of a Crime - A student shall not willfully or knowingly give or cause a false report of a crime to be given to any law enforcement officer or school official.

7.06 False Report of a Fire (Mandatory Hearing Offense) - A student shall not transmit in any manner to a fire department, a false report of a fire, knowing at the time that there is no reasonable ground for believing that such fire exists.

7.07 False Public Alarm (Mandatory Hearing Offense) - A student who transmits in any manner a false alarm to the effect that a bomb or other explosive of any nature is concealed in such place that its explosion would endanger human life, knowing at the time that there is no reasonable ground for believing that such a bomb or explosive is concealed in such place, commits the offense of transmitting a false public alarm.

7.08 Refusal to Obey a School Official - A student shall not refuse to obey the directions, requests or orders of a school official.

7.09 Influencing Witnesses (Mandatory Hearing Offense) - A student shall not with intent to deter a witness from testifying freely, fully, and truthfully to any matter pending in any disciplinary or in any administrative proceeding, communicate directly or indirectly, to such witness any threat of injury or damage to the person, property or employment of any relative of the witness or who offers or delivers any benefit, reward, or consideration to such witness or to a relative of the witness.

7.10 Participation in Gang Activity (Mandatory Hearing Offense) - No student shall actively participate in any street gang with knowledge that its members engage in or have engaged in a pattern of gang activity and who willfully promotes, furthers, or assists in any criminal conduct or violation of school rules, or represents himself or herself as being a gang member.

7.11 Threat of Physical Violence to School Personnel (Mandatory Hearing Offense) - No student shall offer to commit or threaten to commit any act of physical violence against any teacher, administrator, other school personnel employee or bus driver employed by the Troup County Board of Education.

OFFENSES INVOLVING DAMAGE TO PROPERTY

8.01 Damage to School Property - A student commits the offense of damage to school property when he/she destroys, damages, marks or defaces school property. School property shall include, but not be limited to text books, library books, reference materials, desks, lockers, athletic equipment, school buses and school facilities.

8.02 Damage to Private Property - A student shall not damage, destroy, mark or deface the personal property of other students, school personnel or any person legitimately on school grounds or attending a school function.

8.03 Unauthorized Entry - A student commits the offense of unauthorized entry when he/she knowingly and without authority enters the locker or desk of another person or into any part of any vehicle for an unlawful purpose.

OFFENSES INVOLVING ATTEMPT, SOLICITATION AND CONSPIRACY

9.01 Party to an Offense - Every student concerned in the commission of an offense of the Student Behavior Code is a party thereto and may be charged with the offense. A student is concerned in the commission of an offense only if he/she: (1) Directly commits the offense; (2) Intentionally causes some other person to commit the crime under such circumstances that the other person is not guilty of any offense in fact; (3) Intentionally aids or abets in the commission of the offense; or (4) Intentionally advises, encourages, hires, counsels, or procures another to commit the offense.

9.02 Attempt - A student commits the offense of attempt when, with intent to commit a specific offense, he/she performs any act which constitutes a substantial step toward the commission of that offense.

9.03 Solicitation - A student commits the offense of solicitation when, he/she solicits, requests, commands, importunes, or otherwise attempts to cause the other person to engage in conduct which would constitute an offense under or which would be a violation of the Troup County School District Behavior Code.

9.04 Conspiracy - A student commits the offense of conspiracy when he/she together with one or more persons conspires to commit any offense and any one or more of such persons does any overt act to affect the object of the conspiracy.

OFFENSES INVOLVING ACADEMIC ACHIEVEMENT

10.01 Academic Achievement - A student shall make a reasonable effort toward academic achievement and progress. Refusal or failure to make a reasonable effort toward academic achievement and progress shall constitute an offense hereunder.

10.02 Completion of Assignments - A student shall complete all classes and homework assignments. Continued or repeated refusal or failure to complete such class or homework assignments shall constitute an offense hereunder.

10.03 Disruptive Conduct - No student shall conduct himself or behave in any manner which is disruptive to the orderly educational process in a classroom or other instructional setting.

10.04 Cheating - A student shall not cheat on tests, examinations, projects, homework or reports by giving or receiving unauthorized assistance.

10.05 Unexcused Absence and Tardiness - A student shall not be unlawfully absent from school, cut or skip any class, be tardy or leave the school during the school day without permission from a school official. Students must comply with compulsory attendance as required under O.C.G.A. Section 20-2-609.1 which requires that students between the age of six and sixteen must be enrolled and attend a public school, private school, or home student program.

OFFENSES INVOLVING COMMUNICATION WITH OTHERS

11.01 Rude or Disrespectful Behavior - A student shall at all times show respect for all school officials and shall not talk back to, argue with, or in any manner, whether by tone or voice, action or use of words, be disrespectful to a school official.

11.02 Use of Profane or Obscene Language - No student shall use profane, vulgar or obscene words, gestures or other actions to any other student or school personnel or any person legitimately on school grounds or attending a school function.

OFFENSES INVOLVING MISCELLANEOUS MATTERS

12.01 Inappropriate Display of Affection - A student shall not engage in any inappropriate display of affection with another student to include but not limited to holding hands, kissing or embracing.

12.02 Criminal Conduct - A student shall not violate any of the criminal laws of the State of Georgia, not otherwise defined in this Disciplinary Code.

12.03 Electronic Devices - No student shall use an electronic communication device, to include a cell phone during the regular school day except as may be provided for by the student handbook.

12.04 Gambling - No student shall gamble or solicit others to gamble. Gambling shall include but not be limited to betting on any event, shooting dice, matching, or playing poker or other games of chance. No student shall solicit, offer to buy, sell, trade or arrange for the purchase of lottery tickets sold by the State of Georgia.

12.05 Other Conduct - Any conduct not specifically provided for herein which operates to the prejudice of the good order and discipline of the schools of Troup County shall constitute an offense hereunder for which disciplinary action may be taken.

12.06 Other Policies - Violation of any other policies of the Troup County Board of Education shall constitute an offense hereunder for which disciplinary action may be taken.

12.07 Disruption of Educational Climate - A student who has been arrested, charged, or convicted of a felony, whether as a juvenile or an adult, or arrested, charged, or convicted of a violation of the Georgia Controlled Substances Act and whose continued presence at school is reasonably certain to endanger other students or school officials or to cause a substantial disruption to the educational climate may be disciplined hereunder.

12.08 Outside Conduct - A student who commits any act or exhibits conduct outside of school hours or away from school which may adversely affect the educational process or endanger the health, property, safety, morals, or well-being of other students, teachers, or employees within the school system may be disciplined hereunder.

12.09 Chronic Misbehavior - A student commits the offense of chronic misbehavior when he/she engages in repeated, continued or habitual acts of misconduct which acts, when considered together (a) are reflective of a defiance of school authority, (b) significantly interfere with the learning opportunities of fellow students, or (c) are indicative of an abandonment or disregard of educational opportunities available to the student. Willful and persistent violations of the Troup County School District Student Behavior Code may be disciplined hereunder.

12.10 Reckless Conduct - A student commits the offense of reckless conduct when he/she causes bodily harm or endangers the physical safety or the health of another by disregarding a substantial or unjustifiable risk that the student's conduct will cause harm or endanger another. Such reckless conduct includes but is not limited to such conduct as throwing objects, propelling objects with a rubber band, spitting, transmitting bodily fluids or excessive horseplay.

12.11 Violation of Probation – A student who has been placed on probation by a disciplinary decision and violates the terms of such probation may be disciplined hereunder for such violation.

OFFENSES INVOLVING SCHOOL TEACHERS, ADMINISTRATORS, OTHER SCHOOL PERSONNEL AND BUS DRIVERS

13.01 Physical Violence of an Insulting or Provoking Nature to School Personnel (Mandatory Hearing Offense) - No student shall commit any act of physical violence against any teacher, administrator, other school personnel employee or bus driver employed by the Troup County Board of Education. Physical violence in this offense is defined as intentionally making physical contact in an insulting or provoking nature with the person of a teacher, administrator, school employee or bus driver.

13.02 Physical Violence Causing Physical Harm to School Personnel (Mandatory Hearing Offense) - No student shall commit any act of physical violence against any teacher, administrator, other school personnel employee or bus driver employed by the Troup County Board of Education. Physical violence in this offense is defined as intentionally making physical contact which causes physical harm to another unless such physical contact or harm were in defense of himself or herself.

OFFENSES INVOLVING BUS CONDUCT

No student shall commit any violation of any of the offenses contained in the Student Behavior Code specified on a public school bus to include, but not limited to, assault, simple assault, aggravated assault, simple battery, aggravated battery, bullying, verbal assault or disrespectful conduct toward the school bus driver. In addition thereto the following offenses shall apply to school buses:

14.01 Electronic Devices - No student shall use an electronic device during the operation of the school bus including, but not limited to, cell phones, pagers, audible radios, tape or compact disk without headphones, or any other electronic device that does or could interfere with the school bus communications equipment or the operation of the school bus by the school bus driver.

14.02 Use of Reflective Devices - No student shall use a mirror, laser, flash camera or any other lights or reflective devices on a public school bus in a manner that does or could interfere with the operation of the school bus by the school bus driver.

OFFENSES INVOLVING SEXUAL MISCONDUCT

15.01 Sexual Harassment (Mandatory Hearing Offense) - A student commits sexual harassment when he/she engages in unwelcome and/or uninvited sexual conduct that creates an uncomfortable environment for a student.

Sexual harassment may include, but not limited to, unwelcome sexual advances, touching of a sexual nature, graffiti of a sexual picture, displaying or distributing of sexually explicit, drawings, pictures and written materials, sexual gestures, sexual or “dirty” jokes, pressure for sexual favors, touching oneself sexually or talking about one’s sexual activity in front of others, spreading rumors about or rating other students as to sexual activity or performance, pinching, hugging, cornering, and kissing or as defined by Title X of the Education Amendment of 1972.

15.02 Sexual Battery (Mandatory Hearing Offense) - A student commits the offense of sexual battery when he/she intentionally or inappropriately makes physical contact with the intimate parts of the body of another person regardless of the consent of that person. The term “intimate parts” means the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female.

15.03 Sexual Propositions - No student shall make written, verbal or physical propositions, suggestions or invitations to another student to engage in sexual acts of any nature.

15.04 Public Indecency (Mandatory Hearing Offense) - A student commits the offense of public indecency when he/she performs any of the following acts: (i) a lewd exposure of the sexual organs or genital area; a lewd appearance in a state of partial or complete nudity; or any act suggestive of sexual relations.

15.05 Sexually Explicit Material – A student shall not possess, handle, exercise control over, transmit, exhibit to other students, sell, attempt to sell, buy or attempt to buy (a) any sexually explicit photographs or other material which shows, depicts or represents any person, whether male or female, in a partial or total state of nudity; or (b) any photographs or other material which is lewd, obscene or sexually suggestive in nature.

15.06 Sexual Relations (Mandatory Hearing Offense) - A student shall not engage in any act of oral sex, sexual intercourse, sodomy or any other sexual act with another person regardless of the consent of that person; and no student shall engage in any act of masturbation, or commit any act of physical sexual assault to include rape or child molestation.

D. VIOLATIONS OF STUDENT BEHAVIOR CODE – All violations of the Student Behavior Code shall be processed in accordance with Troup County Board of Education Policies JCDA(1) – Disciplinary Protocol and Procedure; JCEB – Student Hearing Procedure; and any other applicable policies or administrative regulations.

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Date Adopted: 1/1/1900

Last Revised: 7/17/2014

Carl D. Perkins Vocational and Applied Technology Act

The Troup County School system offers the following career and technical education programs for all students regardless of race, color, national origin, including those with limited English proficiency, sex or disability in grades 9-12.

Automobile Maintenance & Light Repair

Agriscience Systems

Horticulture

Agricultural Mechanics Systems

Architectural Drawing & Design

Carpentry

Audio, Visual & Film

Graphic Communication

Graphic Design

Animation & Digital Media

Business & Technology

Entrepreneurship

Early Childhood Education

Teaching as a Professional

Mechatronics

Business Accounting

Financial Services

JROTC

Allied Health

Sports Medicine

Hospitality, Recreation & Tourism

Sports Entertainment Marketing

Food & Nutrition

Programming

Information Support & Services
Health Information Technology
Cybersecurity
Game Design
Marketing & Management
Fashion Marketing & Retail Management
Marketing Communications & Promotions
Engineering & Technology
Engineering Drafting & Design
Energy Systems

Persons seeking further information concerning the career and technical education offerings and specific pre-requisite criteria should contact:

Whitney Glisson
Secondary Education Director
100 North Davis Road, Building C
LaGrange, GA 30241
706-812-7900
glissonwb@troup.org

Inquiries regarding nondiscrimination policies should be directed to:

Mr. John Radcliffe
Assistant Superintendent, Maintenance and Operations
100 North Davis Road, Building C
LaGrange, GA 30241
706-812-7900
radcliffejt@troup.org

Teenage and Adult Driver Responsibility Act (TAADRA)

Students must request a **Certificate of School Enrollment** form from the school office in order to be eligible for a learner's permit or a driver's license. The school must certify that a student is enrolled in and not under expulsion from a public or private school.

Board Policy
Visitors to School

Descriptor Code: KM

All visitors must "sign in" and "sign out" on the log sheet provided to keep record of persons entering and leaving school buildings.

Student Auditing Classes

Students are not permitted to bring non-enrolled student visitors during the school day, except by prior approval of the principal and for a period of no more than five days. Student visitation in excess of one week must have prior approval of the Superintendent or designee.

Classroom Observations

Anyone wishing to visit/observe in a classroom shall be required to schedule the visit/observation with the principal or the principal's designee prior to the visit/observation.

Date Adopted: 7/1/2001

Last Revised: 3/15/2012

Family Educational Rights and Privacy Act (FERPA)

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the Troup County School System (TCSS), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the TCSS may disclose appropriately designated "directory information" without written consent, unless you have advised the system to the contrary in accordance with system procedures. The primary purpose of directory information is to allow the TCSS to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local education agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information

categories – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want the TCSS to disclose directory information from your child’s education records without your prior written consent, you must notify the principal in writing. Troup County Schools has designated the following information as directory information:

(Note: an LEA may, but does not have to, include all the information listed below.)

- Student’s name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Participation of officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Grade level

These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107), the legislation that provides funding for the Nation’s **armed forces**.

Board Policy
Student Records

Descriptor Code: JR

It is the policy of the Board of Education that all employees shall comply with the requirements of the Family Educational Rights and Privacy Act (FERPA) and the Pupil Protection Rights Amendment (PPRA). The Superintendent shall implement procedures whereby every principal is directed to develop a means to notify, on an annual basis, students and parents, including non-English-speaking parents, of their rights under the FERPA and the PPRA, either by letter or through a student handbook distributed to each student in the school.

A. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Confidentiality of student records shall be preserved while access is provided to parents, eligible students (those over eighteen years of age or enrolled in post-secondary educational institutions), school officials with legitimate educational interests, and those federal or state officials whose access is authorized in connection with an audit or evaluation of federal or state supported education programs or for the enforcement or compliance with federal legal requirements related to those programs. Records will be sent to a school where the student seeks or intends to enroll or has already enrolled upon request of the school.

With the exception of directory information as defined below, personally identifiable information will not be released by the school system from an education record without prior written consent of the parent or eligible student, except where authorized by the regulations governing the FERPA. In accordance with the regulations, disclosures will be made to comply with state law, Internal Revenue Service laws and regulations, judicial orders or lawfully issued subpoenas, in which case a reasonable effort will be made to notify parents or students in advance of such disclosures, unless otherwise required by a judicial order or federal grand jury subpoena; to accrediting institutions to carry out their accrediting functions; to organizations conducting studies on behalf of the school system; or in connection with a health or safety emergency.

B. DIRECTORY INFORMATION

The Board of Education designates the following information as "directory information." Unless a parent or eligible student makes a timely request to the principal of the school where the student is enrolled that such information not be designated directory information on the individual student, such information will not be considered confidential and may be disclosed upon request.

Information the Board of Education has designated "directory information" may be disclosed upon request unless a parent objects in writing to the principal of the school where his/her child is enrolled within a reasonable time after receipt of the notice as contained in the student handbook of the child's school. Directory information about former students will be disclosed upon request. However, disclosure of directory information as defined herein shall not be made in response to advertising, political or religious solicitations.

Directory information is defined as follows:

1. Each student's name, grade level and school;
2. The age of each student;
3. Each student's participation in clubs and sports;
4. The weight and height of a student if he or she is a member of an athletic team
5. Dates of attendance at Troup County Schools; and
6. Awards received during the time enrolled in the Troup County School System.

Excluded Student Information

The following information is excluded from and shall not be directory information and shall not be disclosed:

1. Each student's home or cellular telephone numbers;
2. Each student's email address;
3. Each student' social security or school student identification numbers;

4. Each student's home address; and
5. Each student's date and place of birth.

C. Procedures for Obtaining Access to Student Records

Any eligible student or any parent whose parental rights have not been specifically revoked by court order, any guardian, or any individual acting as a parent in the absence of a parent or guardian may inspect the education records of his or her child.

Generally, a parent will be permitted to obtain a copy of education records of his child upon reasonable notice and payment of reasonable copying costs.

Each records custodian in the school district shall maintain a record of each request for access to and each disclosure of personally identifiable information from the educational records of a student in accordance with the FERPA regulations.

A parent or eligible student who believes the student's record contains an error may request its correction by submitting a written explanation of the error and the basis for believing it to be in error to the principal or designee, who shall investigate and determine whether or not to amend the record. If the matter cannot be thus resolved, a parent or eligible student may request a hearing pursuant to federal regulations at 34 C.F.R. 99.21-99.22, as well as applicable state regulations. If the hearing results in a determination that the record contained erroneous information, it shall be corrected and the parent or eligible student shall be informed in writing of the correction; if the information contained in the record is determined not to be erroneous, the parent may place a statement in the record commenting upon the contested information and stating the basis for disagreement. The statement shall thereafter be disclosed whenever the portion to which it relates is disclosed.

D. PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

Definition of Terms Used in PPRA:

"Instructional Material" - Instructional material that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as material accessible through the Internet). The term does not include academic tests or academic assessments.

"Invasive Physical Examination" - Any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

"Personal Information" - Individually identifiable information including: (1) a student or parent's first and last name; (2) home address; (3) telephone number; or (4) social security number.

Requirements:

No student shall be required to submit to a survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.

A parent of a student may, upon request, inspect any survey created by a third party containing one or more of the items listed as (1) through (8) above before the survey is administered or distributed by a school to a student and may choose to opt the student out of participation in the survey. The Superintendent shall develop procedures for: (1) granting a request by a parent for reasonable access to such survey within a reasonable period of time after the request is received, and (2) making arrangements to protect student privacy in the event of the administration or distribution of a survey to a student containing one or more of the items listed as (1) through (8). The requirements of PPRA do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA).

A parent of a student may, upon request, inspect any instructional material used as part of the educational curriculum for the student. The Superintendent shall develop procedures for granting a request by a parent for reasonable access to instructional material within a reasonable period of time after the request is received.

Parents shall be notified prior to the administration of physical examinations or screenings that the school may administer to students. This notice shall offer the parent the opportunity to opt the student out of any non-emergency, invasive physical examination or screening that is (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student, or of other students.

The parent of a student shall be notified prior to the commencement of activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose). Such notice shall offer the parent the opportunity to inspect, upon request, any instrument used in the collection of such information before the instrument is administered or distributed to a student and to opt the student out of such activities. The Superintendent shall develop procedures that: (1) make arrangements to protect student privacy in the event of such

collection, disclosure, or use, and (2) grant a request by a parent for reasonable access to such instrument within a reasonable period of time after the request is received.

Date Adopted: 7/1/2001

Last Revised: 4/21/2016

SECTION III:

MEDIA CONSENT FORM AND RELEASE

This release applies to students being photographed, videotaped, audio taped and interviewed in connection with school activities and events.

I hereby CONSENT to have my child photographed, videotaped, audio taped and/or interviewed by the school staff or the news media on the school premises when school is in session or when my child is under the supervision of the school staff members. Additionally, I hereby give the school my consent to use creative work(s) generated and /or authored by my child on the internet, and educational CD, or any other electronic/digital media. I understand my child will be identified by first and last name, grade, and school, as the author of said work.

I also consent to the school's use of my child's photography, likeness, or voice on the Internet, and educational CD, or any other electronic/digital media. As the child's parent or legal guardian, I agree to release and hold harmless the school and the Local School Board, its members, officers, volunteers, and employees from and against any and all claims that shall arise out of or by reason of, or be caused by the use of my child's creative work(s), photographed, likeness, or voice on television, radio, motion pictures, the print medium, the Internet or any other electronic/digital medium.

It is further understood and I do agree that no monies or other consideration in any form, including reimbursement for any expenses incurred by me or my child, will become due to me or my child at any time because of my child's participation in any of the above activities or the above – described use of my child's creative work(s), photographed, likeness or voice.

Parent/Guardian Name (Please Print)

Parent/Guardian Signature

**TROUP COUNTY SCHOOL SYSTEM
PARENT ACKNOWLEDGEMENT FORM
2020-2021**



The Parent Acknowledgement/Consent Form verifies that you have received access to the 2020-2021 Student Handbook with the required documents, notices, administrative regulations and protocols. **Your signature below indicates that you agree to the specified regulations and protocols including all Title II components and Complaint Procedures.**

Parent/Guardian Name (Please Print)

Parent/Guardian Signature

Student Name _____ **Student ID** _____

MENTORING AND TUTORING

Through partnerships with community and civic organizations, adult volunteers offer their time at Troup County Schools to serve as mentor and tutors to students.

Classroom teachers and school administrators identify students who from time to time may benefit from additional instruction time in a smaller group setting, or who may benefit from positive adult role models serving as mentors. All tutoring and mentoring takes place on school premises and is structured by school officials. All volunteers in Troup County Schools are screened through background checks with the Troup County Sheriff's Department.

TROUP COUNTY SCHOOL SYSTEM RESIDENCY POLICY

Georgia law and the Troup County Board of Education policy requires that students attending Troup County Schools must live and reside in Troup County full time. A student who is not a full time, bona fide resident of Troup County, Georgia is not eligible to enroll and to attend Troup County Schools and will be withdrawn immediately.

Prior to enrollment, the following documentation must be provided annually:

1. An Affidavit of Residence;
2. One item from the following list for address verification:
 - a. property tax records which indicate the location of the residence;
 - b. property deed, mortgage documents or a security deed which indicates the location of the residence;
 - c. apartment or home lease or rent receipt indicating the current address;
 - d. current utility bill for electricity or utility application for electricity showing the current address;
3. Current driver's license (if no current driver's license, a current Georgia voter precinct identification card or other voter documentation indicating the current address).

Valid Proof of Residency, the Affidavit of Residence, and a valid form of identification must be submitted to your student's school on registration day. Students who fail to submit the required residency documentation will not be allowed to register for school. The Affidavit of Residence must be completed, sworn to and signed in the presence of a Notary Public.

Schools will have the Affidavit of Residency and Notary Public services available should parents elect to complete the affidavit during registration. You are welcome to have the Affidavit of Residence completed prior to school registration.

Making false statements or submitting false documentation to the Troup County School System and false swearing is a violation of O.C.G.A. §16-9-2, §16-10-20 and/or §16-10-71 of the criminal laws of the State of Georgia and punishable by a fine of not more than \$1,000.00 or by imprisonment for not less than one nor more than five years, or both. O.C.G.A. 16-10-71.

Thank you for providing the foregoing information to assist in enrolling your child. Please contact the Office of Student Assignment at 706-812-7900 if you have questions.

TRUANCY PROTOCOL

TROUP COUNTY SCHOOL SYSTEM MIDDLE AND HIGH SCHOOL ATTENDANCE PROTOCOL

Absences, Tardies, Early Dismissals

Georgia law requires all pupils of school age to be in regular attendance. A student who misses school is not able to benefit from important academic instruction that he or she will need in order to be successful in school and ultimately to be a successful citizen. Pursuant to the Georgia Compulsory Attendance Statute, O.C.G.A. 20-2-690.1, a parent, guardian or other person residing within this state having control or charge of a child (hereinafter referred to as the "Responsible Person") who fails to send his or her child to school may be charged with a misdemeanor. At its discretion, a court having jurisdiction may subject the Responsible Person to a fine not greater than \$100.00 and/or imprisonment not to exceed thirty (30) days if found guilty of violating this statute. Each day's absence shall be considered a separate offense as related to the penalty.

The school's principal will be responsible for designating personnel to administer this protocol.

A student may be absent from school for the following reasons:

- ✓ The student is ill, and attendance in school would endanger his/her health or the health of others.
- ✓ A death in student's immediate family.
- ✓ Celebrating a religious holiday of the faith embraced by the student.
- ✓ Conditions which render attendance impossible or hazardous to student's health or safety (such as severe weather).
- ✓ Medical, dental or court appointments, but only for the portion of the day reasonable necessary to attend the appointment.
- ✓ Military connection of parent or legal guardian necessitates an absence.

The law requires parents or guardians to see that their children attend school, and it provides penalties for failure to do so. The Troup County School System Attendance Protocol will be enforced as outlined below:

1. At the beginning of the school year, the Responsible Persons, along with students who are 10 years or older will be asked to sign the Troup County Attendance Protocol and a copy of the signed Protocol will be kept on file at the school.
2. After three (3) unexcused absences, five (5) unexcused tardies, or five (5) unexcused dismissals, the school will notify the Responsible Person of such by phone, letter, or in person to discuss the student's status. Documentation of this contact will be kept on file at the school ("1st notification"). A conference will be requested with the Responsible Person and the Truancy Notice will be presented and signed and a plan will be developed to improve attendance.
3. After five (5) unexcused absences, seven (7) unexcused or more tardies, or seven (7) or more unexcused early dismissals, the school will notify the Responsible Person in writing (2nd notification) of such absences and shall require the Responsible Person to sign the Truancy Notice if the Responsible Person has not already signed it.

4. If two (2) reasonable attempts to notify the Responsible Person of absences, tardies or early dismissals produce no response, the school will send the Truancy Notice to the Responsible Person or guardian via certified mail, return receipt requested. If applicable, a list of these students' names will be forwarded to the appropriate School Counselor, Family Assistant, Administrator or Designee.
5. Except in extraordinary circumstances found in the discretion of the school, upon the occurrence of the first unexcused absence, unexcused tardy or unexcused early dismissal following the 2nd Notification, law enforcement intervention will be requested.
6. If the above attempts are met with continued non-compliance by the Responsible Person of a child between the ages of 6-16 as evidenced by continued absences, the school will contact law enforcement and a warrant will be issued. If at any time during the year, the student's academic progress is affected by continued unexcused absences, the school may proceed with Educational Deprivation charges through Juvenile Court.
7. After seven (7) or more unexcused absences, the school may elect, as an alternative to sending a warrant request or in addition thereto, to file a complaint for educational neglect or a Child in Need of Services complaint.
8. Attendance related information obtained by Law enforcement will be provided to the school and kept on file at that school.

Parent/Guardian/Responsible Person's Signature

Date

Student's Signature (if 10 years or older)

Grade

Student's Printed Name

Revised 08/16

SISTEMA ESCOLAR DEL CONDADO DE TROUP

PROTOCOLO DE ASISTENCIA DE SECUNDARIA Y PREPARATORIA

Ausencias, Llegadas tarde, Salidas Tempranas

La ley de Georgia requiere que todos los alumnos en edad escolar asistan regularmente. Un estudiante que falta a la escuela no puede beneficiarse de la importante instrucción académica que él o ella necesita para tener éxito en la escuela y en última instancia, a ser un ciudadano exitoso. De conformidad con el Estatuto de Asistencia Obligatoria de Georgia, OCGA y 20-2-690, et. ss., un padre o tutor legal u otra persona que se encuentra en este estado que tiene control o cargo del niño (en lo sucesivo, “la Persona Responsable”) que no envíe a su hijo a la escuela puede ser acusado de un delito menor. A discreción, del órgano jurisdiccional competente el padre o tutor puede ser sometido a una multa que no exceda de \$ 100.00 por día, o de reclusión que no excederá de treinta (30) días, o ambas cosas, si es declarado culpable de violar la ley de Asistencia Obligatoria. Cada día de ausencia será considerada como delito autónomo en relación con la pena.

El director de la escuela será responsable de la designación de personal para llevar a cabo este protocolo.

Un estudiante pudiera estar ausente de la escuela por las siguientes razones:

- ✓ El estudiante está enfermo, y la asistencia en la escuela podría poner en peligro su / su salud o la salud de otros.
- ✓ Una muerte en la familia inmediata del estudiante.
- ✓ Por la celebración de una fiesta religiosa conforme a la fe practicada por el estudiante.
- ✓ Condiciones que hacen la asistencia imposible o peligrosa para la salud o la seguridad del estudiante. (Como el mal tiempo)
- ✓ Citas médicas, dentales o de la corte, pero solo un parte que sea necesidad razonable del día para asistir a la cita.
- ✓ Una Conexión militar con padre o tutor legal que requiera de una ausencia.

La ley requiere que los padres o tutores aseguren que sus hijos asistan a la escuela, y establece sanciones por no hacerlo. El Protocolo de Absentismo Escolar del Sistema Escolar del Condado de Troup se aplicará como se indica a continuación:

9. Al comienzo del año escolar, se les pedirá a los padres o tutores, junto con los estudiantes que tienen 10 años o más que firmen el Protocolo de Absentismo Escolar del Condado de Troup y una copia del Protocolo firmado se mantendrá en archivo en la escuela.
10. Después de tres (3) ausencias injustificadas, cinco (5) tardanzas injustificadas y / o cinco (5) injustificadas salidas temprano, la escuela notificará al padre o tutor por teléfono, carta o en persona para discutir el estatus del estudiante. La documentación de contacto se mantendrá en archivo en la escuela. (1° notificación). Se solicitará una conferencia con la persona responsable y El Aviso de Ausentismo se presentará y se firmará y se desarrollará un plan para mejorar la asistencia.

11. Después de cinco (5) ausencias injustificadas, tardanzas siete (7) o más sin justificación, y / o siete (7) o más salidas temprano sin justificación, la escuela notificará a la Persona Responsable por escrito (2° notificación) de dicha ausencia y requerirá que la Persona Responsable firmar el Aviso Absentismo Escolar si no lo a echo.
12. Si dos (2) intentos razonables para notificar a los padres o tutor legal de ausencias, tardanzas y / o salidas tempranas no producen respuesta, la escuela enviará el Aviso Ausentismo de los padres o tutores por correo certificado, con acuse de recibo. En su caso, una lista de los nombres de estos estudiantes será remitida al correspondiente Consejero Escolar, Asistente Familiar, Administrador o Designado.
13. Salvo en circunstancias extraordinaria se encuentra en la discreción de la escuela sobre la ocurrencia de la primera falta injustificada, tardanzas injustificadas, o salidas temprano sin justificación, siguiendo la segunda notificación; la ley será notificada.
14. Si se cumplen los intentos anteriores con el continuo incumplimiento por parte de los padres o tutor legal de un niño entre las edades de 6-16 como se evidencia por las ausencias continuas, la escuela podrá comunicarse con la policía. En cualquier momento durante el año el progreso académico de los estudiantes se ve afectado por continuas ausencias que la escuela puede proceder con un cargo de privación ocasional a la Corte Juvenil.
15. Después de siete (7) o más ausencias, puede elegir la escuela, como una alternativa a enviar una solicitud de orden, o además presentar una denuncia por negligencia educativa o Un Nino en Necesidad de Queja de Servicios.
16. Contacto del padre o tutor, o la información de cumplimiento de la ley será proporcionada a la escuela y se archivará en esa escuela.

Firma de Padre/Tutor/Persona Responsable

Fecha

Firma de Estudiante (si es mayor de 10 años)

Grado

Nombre de Estudiante Imprimido

Revisado 08/16

TROUP COUNTY 교육청

중학교 및 고등학교 출석 협약서

결석, 지각, 조퇴

조지아주 법에 따라 모든 연령의 학생들은 정상적으로 수업을 들어야 합니다. 수업에 빠진 학생은 교과지도를 제대로 받지 못하여 학업을 제때 마치지 못하고, 또한 성공적인 사회 생활에 어려움을 겪습니다. 조지아 주 법령 "Georgia Compulsory Attendance Statute, O.C.G.A. and 20-2-690"에 따르면, 자녀의 등교를 태만히 하는 부모님 / 법적 가디언 (이하 책임자로 명명)은 경범죄로 기소될 수 있습니다. "Compulsory Attendance Statute"를 위반하여 유죄로 인정될 경우, 관할 법원은 재량으로 책임자에게 1 일 \$100.00 내의 벌금 부과 및/또는 30 일 이내 구속 할 수 있습니다. 매번 결석시 따로 벌칙이 부과 됩니다.

각 학교장은 교직원을 지정하여 이 협약서를 지킨다.

다음과 같은 사유가 있을 경우 학생은 결석할 수도 있다..

- ✓ 학생의 질병으로, 등교시 자신 혹은 타인의 건강에 해가 될 수 있음
- ✓ 학생의 직계가족 사망
- ✓ 학생의 종교와 관련된 휴일
- ✓ 학생의 건강 / 안전을 위협하거나 등교가 불가능한 조건(기상 악화등)
- ✓ 병원, 치과 약속 혹은 법원 출두로 그 해당하는 시간만큼
- ✓ 부모님 혹은 법적 가디언의 군대 일로 인해 결석이 불가피함
- ✓ 필요할 경우, 학생의 이름을 교육청 카운셀러, Family Assistant, 사회 복지사, 교부 관리자 또는 관계자에게 보낸다.

법령에 따라 부모님 또는 가디언은 자녀의 출석을 살펴야하며, 그러지 못할 경우 불이익을 당합니다.

아래와 같이 "Troup County 교육청 무단결석 협약서"를 시행한다:

17. 학년 초, 10 세 이상 아동의 책임자는 "Troup County Truancy Protocol"에 서명하고, 서명한 서류는 학교 파일에 보관한다.

18. 무단 결석 3 일, 사유 없는 지각 5 번 또는 조퇴 5 번일 경우, 학교는 책임자에게 전화, 서면 또는 직접 만나 학생의 상태 알린다. 연락한 기록을 학교 파일에 보관한다 (첫번째 경고장). 책임자와 컨퍼런스를 갖고 “무단 결석 통지문-Truancy Notice”을 보여주고, 여기에 서명하며 개선 방안을 세운다.
19. 무단 결석 5 일, 사유 없는 지각 7 번 또는 조퇴 7 번 이상의 경우, 학교는 책임자에게 경고장(2 번째)을 보내고, 무단 결석 통지문에 서명할 것을 요구한다. 책임자가 서명했는지 확인한다.
20. 이와같이 책임자에게 2 번 경고했는데도 불구하고 아무런 대응이 없으면, 학교는 책임자/가디언에게 우편으로 “무단 결석 통지문”을 보내고 “배달 증명서”를 받는다. 경우에 따라 학생 이름을 학교 카운셀러, Family Assistant, 교육 행정관 또는 관계자에게 알린다.
21. 학교 재량에 따른 특별한 상황이 아니고서는 두번째 경고가 있을 후 다시 “무단 결석, 지각 또는 조퇴”가 발생하면 사법당국에 연락을 취한다.
22. 6~16 세 아동의 책임자가 위를 무시하고 학생이 계속 결석하면, 학교는 사법당국에 연락하고 영장이 발부된다. 학기중 계속되는 무단결석으로 학업에 진척이 없으면, 학교는 소년 법원에 책임자를 교육 기회 박탈죄로 고소한다.
23. 무단 결석 이 7 일이 넘으면 학교는 영장 발송 요구외에 교육 방치 또는 어린이 양육 태만으로 고발한다.
24. 출결과 관련된 사법 당국의 문서를 학교에서 받아 학교 파일에 보관한다.

부모/가디언/책임자 서명

날짜

학생 서명(10 세 또는 그 이상)

학년

학생 이름 정자체 _____

Revised 08/16 Korean